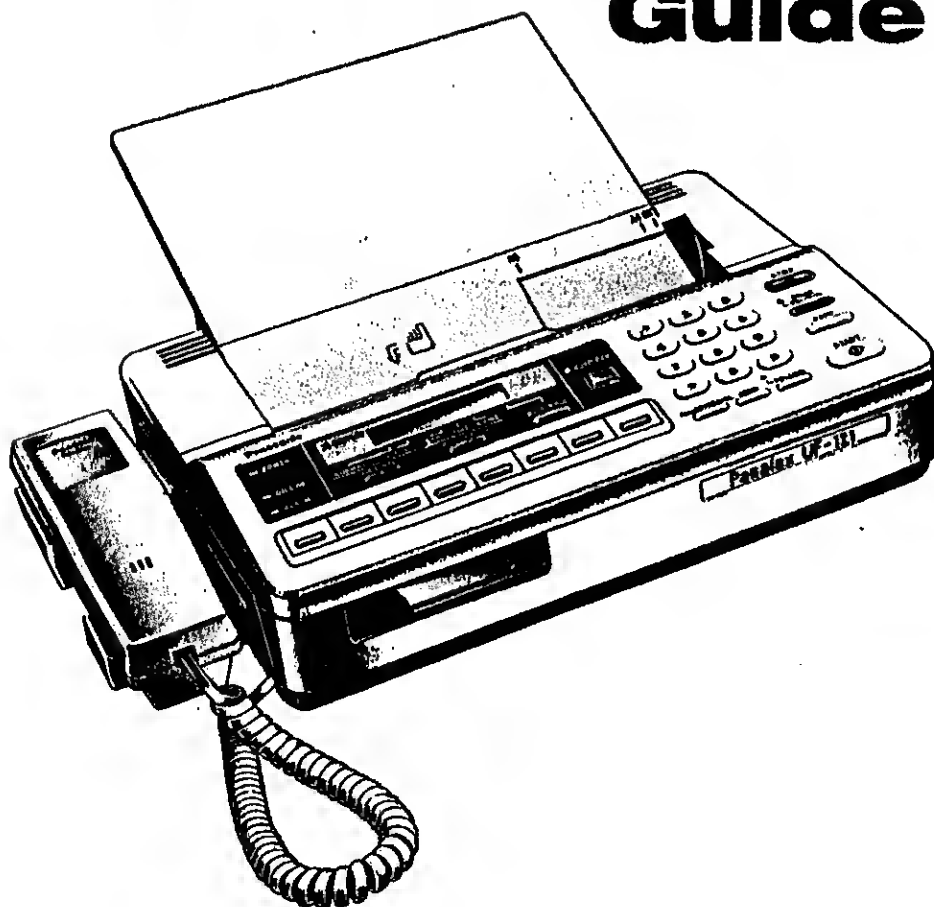


Panafax

UF-121

**User's
Guide**



Panasonic

IMPORTANT INFORMATION

When requesting information, supplies, or service always refer to the model and serial number of your machine. The model and serial number's plate (Main Name Plate) is located on the rear of the machine.

For your convenience, space is provided below to record the information you may need in the future.

MODEL NO. UF-121

SERIAL NO.

Date of Purchase

Dealer

Address

Telephone Number

() —

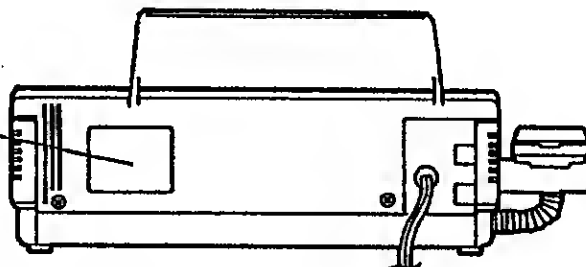
Supplies Telephone Number

() —

Service Telephone Number

() —

Main Name Plate



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Printed in Singapore.

The contents of this manual are subject to change without notice.

CONTENTS

INTRODUCTION

1. GETTING TO KNOW YOUR UF-121

— External View	5
— Control Panel	6
— Function Key	8

2. INSTALLING YOUR MACHINE

— Caution	9
— Unpacking	10
— Installing the Handset and Cradle	11
— Installing Sub-Tray	11
— Connecting the Telephone Line and Power Supply Cord	12
— Installing Recording Paper	13
— Setting the Dialing Method (Tone or Pulse)	15
— Final Installation Test	16
— Lightning Precautions	17

3. SETTING UP YOUR MACHINE

USER PARAMETERS	18
-----------------------	----

— How to Set the Date and Time	18
— How to Set Your ID Number	19

ONE-TOUCH/ABBREVIATED DIALING NUMBERS	21
---	----

— Storing One-Touch/Abbreviated Dialing Numbers	21
— Filling Out the Station Directory Sheet	25

FAX PARAMETERS

— Changing Fax Parameter Settings (Header Print Position, Dialing Method, Verification Stamp, etc.)	26
— Fax Parameter Table	28

USING MUTE AND ADJUSTING VOLUMES

— Using Mute	29
— Setting the Ringer Volume	29
— Setting the Monitor Volume	29

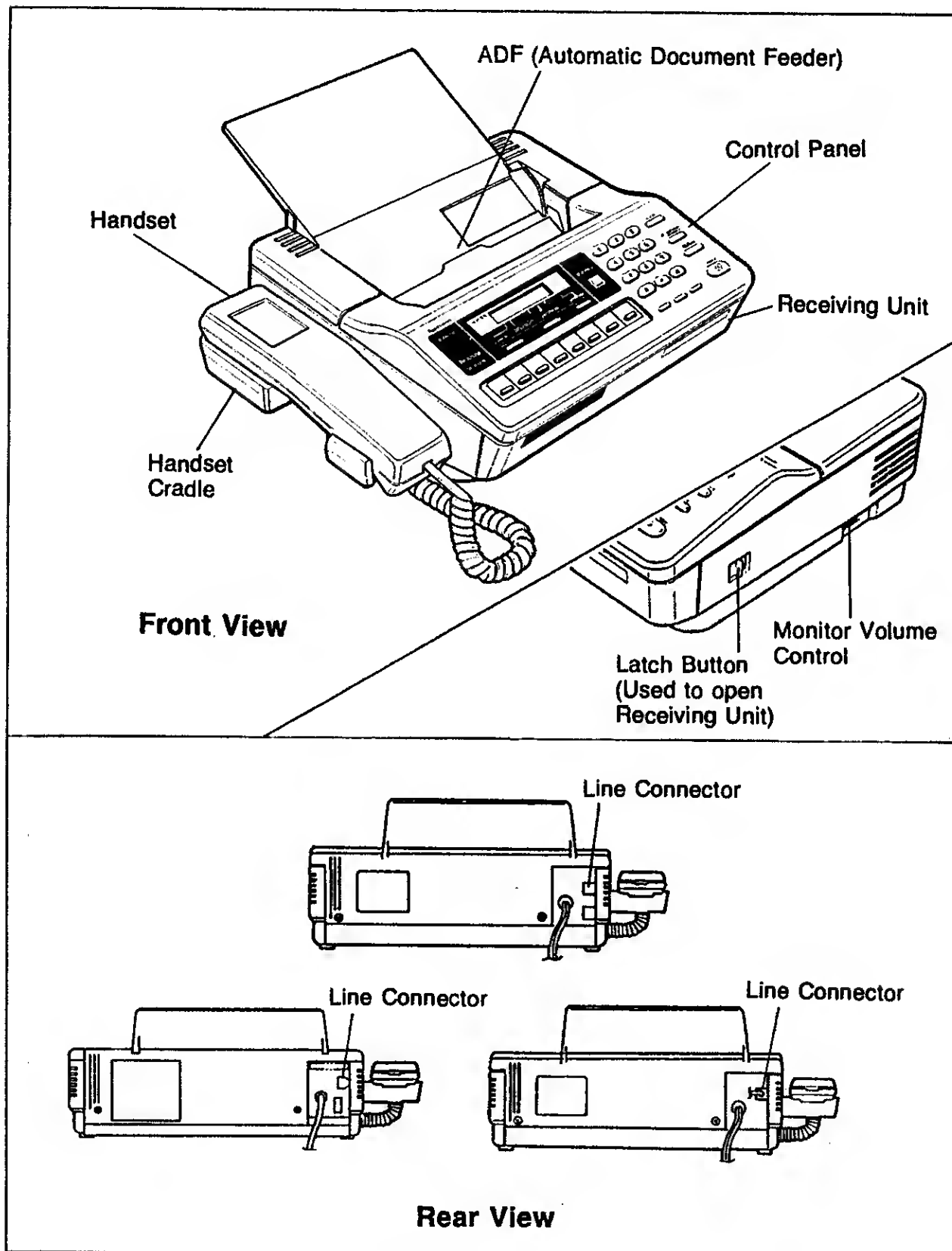
4. SENDING DOCUMENTS

LOADING DOCUMENTS	30
-------------------------	----

— Documents You Can Send	30
— Documents You Cannot Send	30
— How to Use the Carrier Sheet	30
— How to Load a Document	31

TRANSMISSION SETTINGS	32
— Resolution	32
— Original (Contrast)	34
— Halftone	35
— Automatic Transmission Journal (XMT Journal)	36
MAKING A COPY	37
DIALING TECHNIQUES	38
— Direct Dialing (On-Hook Dialing)	38
— Off-Hook Dialing	40
— One-Touch/Abbreviated Dialing	41
— Redialing	43
— What to Do When You Hear a Voice through the Speaker	44
5. RECEIVING DOCUMENTS	
AUTOMATIC RECEPTION	45
MANUAL RECEPTION	45
— How to Set Manual Reception	45
— What to Do When Your Telephone Rings	46
DOTTED LINE PAGE SEPARATOR	47
POLLING	48
— How to Set the Polling Password	48
— How to Poll	49
6. USING THE MACHINE'S TELEPHONE	
— Making a Regular Call	50
— Making Voice Contact after Sending/Receiving	51
— Answering a Voice Contact Request	51
7. PRINTOUT REPORTS AND LISTS	
— 32 Transaction Journal	52
— Transmission Journal (XMT Journal)	53
— One-Touch/Abbreviated Dialing Number List	56
— Fax Parameter List	58
8. PROBLEM SOLVING AND DAILY CARE	
— Information Codes	60
— Installing a Recording Paper	62
— Clearing a Recording Paper Jam	63
— Clearing a Document Jam	64
— Cleaning the Head Roller and Document Scanning Guide	65
— Cleaning the Thermal Head	66
— Changing the Document Feed Tension	67
— Refilling or Replacing the Verification Stamp	68
9. SPECIFICATIONS	69

External View



Control Panel

ALARM Lamp
Lights when a document becomes jammed, a communication error occurs, or recording paper runs out.

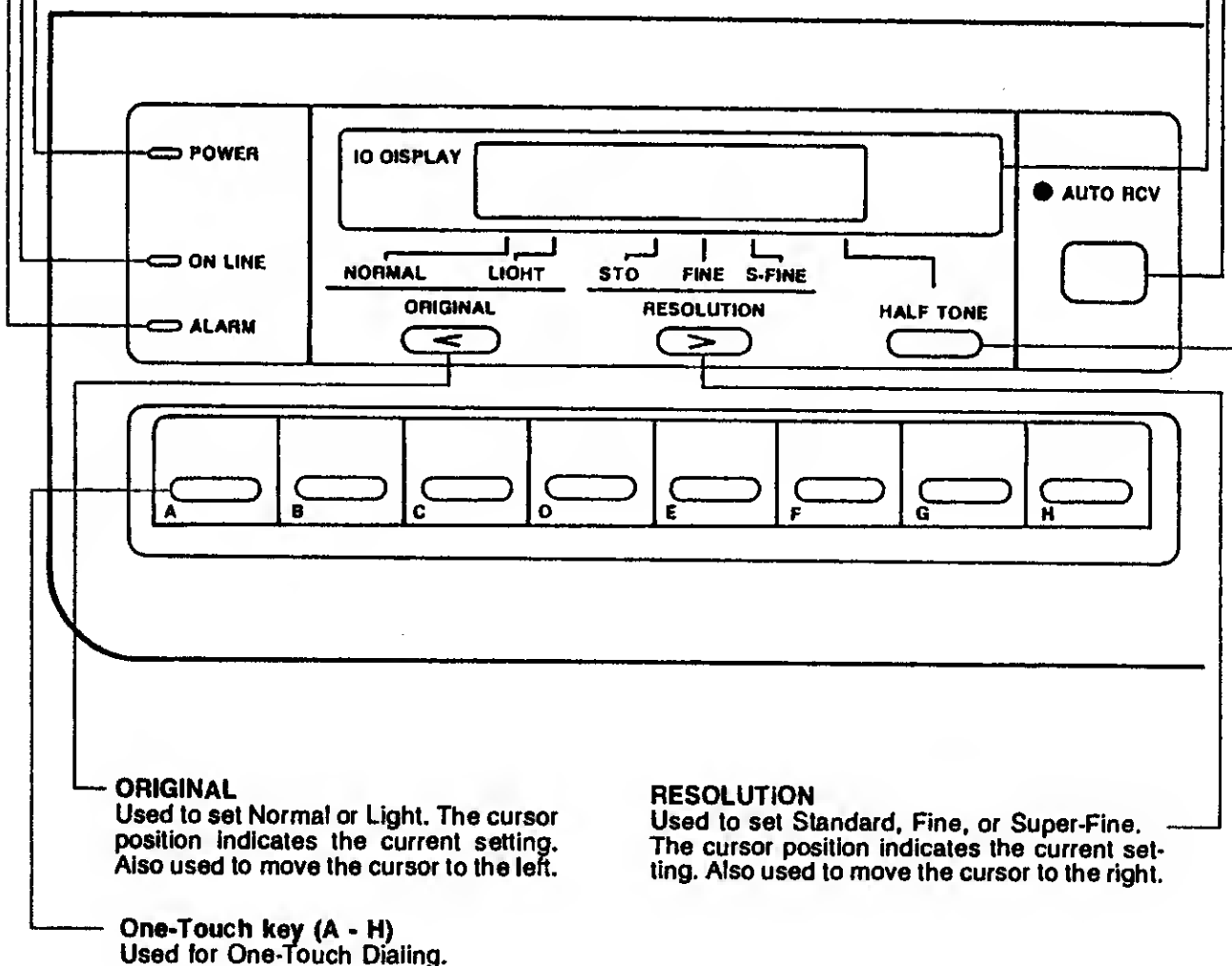
ON LINE Lamp
Lights when communication begins.

POWER Lamp
Lights when the power is ON.

HALF TONE
Provides ON and OFF settings for halftone documents. The cursor on the display indicates Half Tone = ON.

AUTO RCV
Used to set/reset automatic reception. Lights when automatic reception is set.

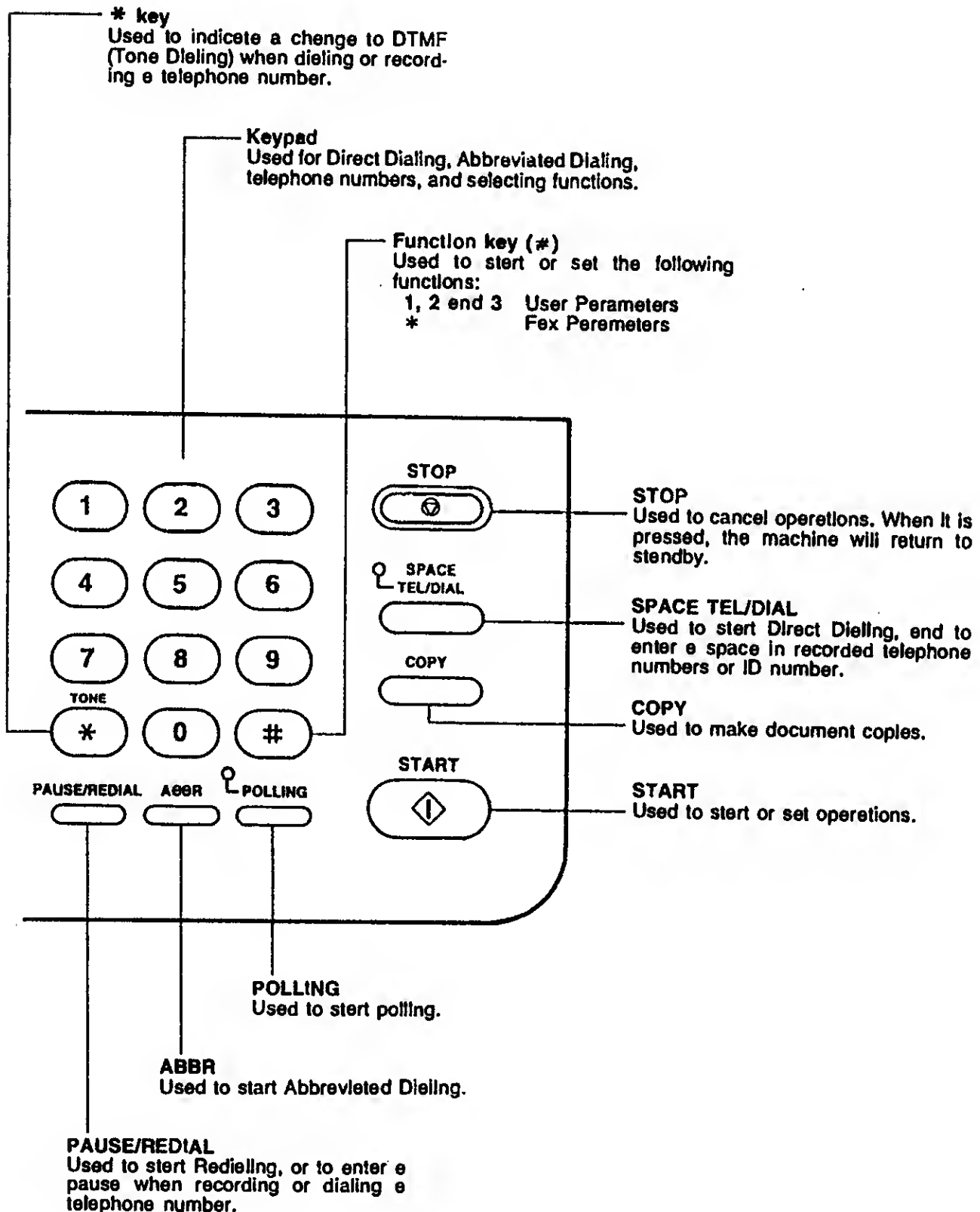
DISPLAY
Shows Date and Time, or the current operation. If the other station has an ID, ◀ mark lights up and the display shows the ID number.



ORIGINAL
Used to set Normal or Light. The cursor position indicates the current setting. Also used to move the cursor to the left.

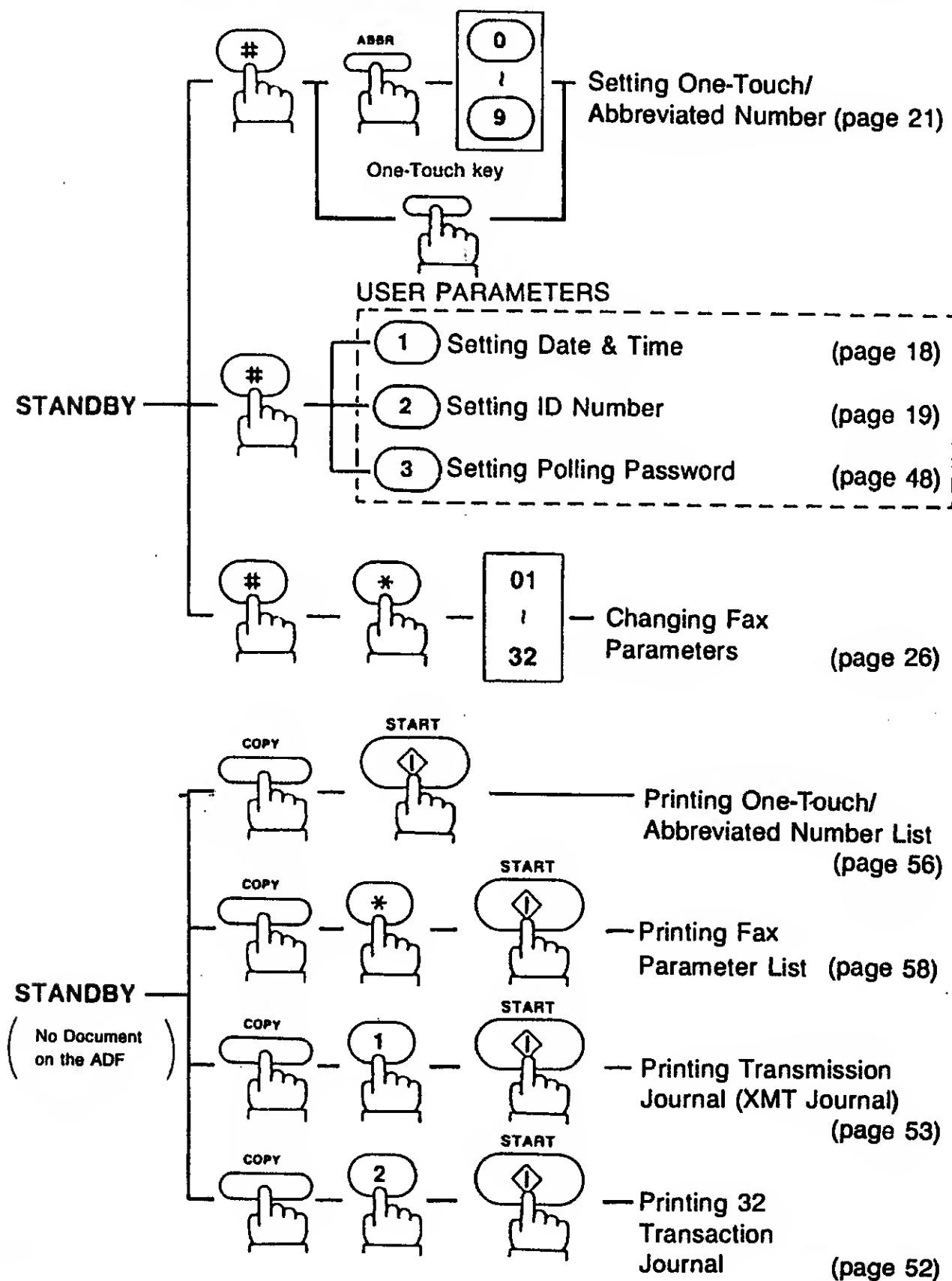
RESOLUTION
Used to set Standard, Fine, or Super-Fine. The cursor position indicates the current setting. Also used to move the cursor to the right.

One-Touch key (A - H)
Used for One-Touch Dialing.



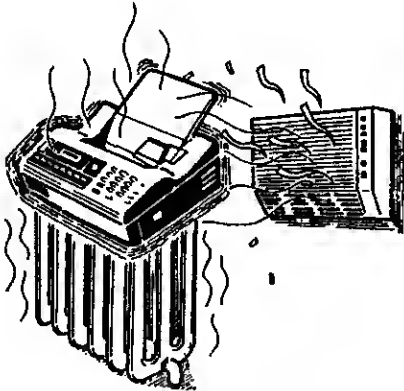
Function Key

Your machine uses # key to set various functions, as shown in the chart belows.

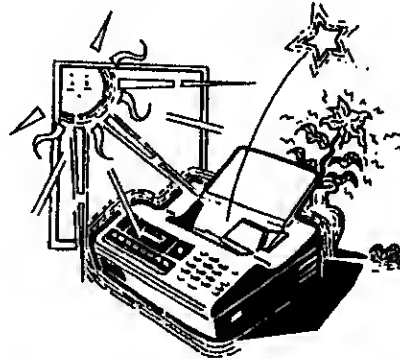


2 INSTALLING YOUR MACHINE

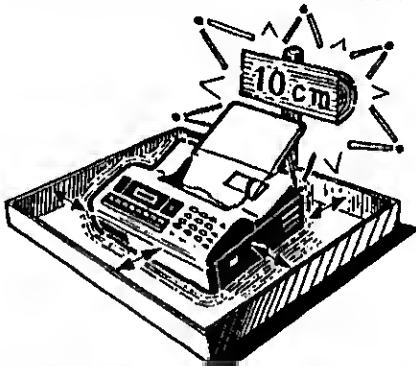
Caution



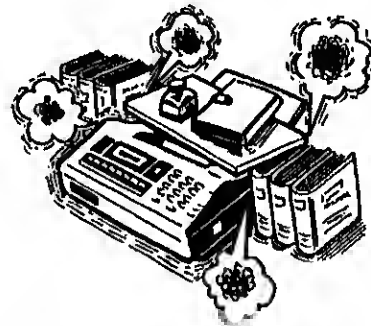
1. Do not install the machine near heating or air conditioning units.



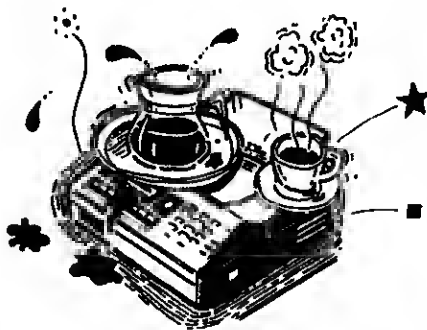
2. Avoid exposure to direct sunlight.



3. Install the machine on a flat surface, and leave at least 10 cm of space between the machine and other objects.



4. Do not block the ventilation openings.



5. Do not place heavy objects, or spill liquids on the machine.

WARNING

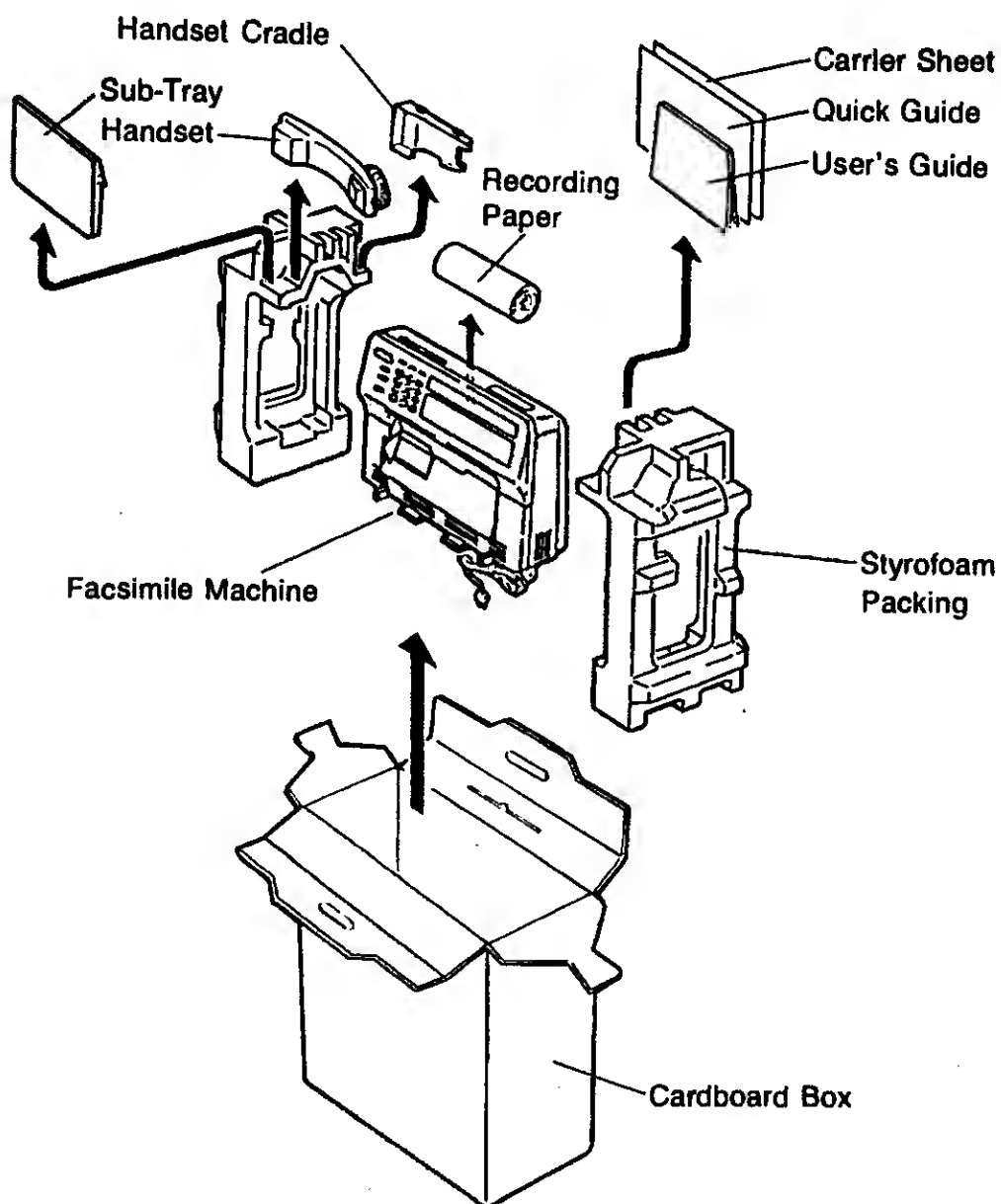
Users are advised to immediately disconnect the equipment should it ever suffer physical damage which results in the internal parts becoming accessible in normal use.

In this instance users should have the equipment repaired or disposed of.



Unpacking

1. Unpack the cardboard box referring to the illustration shown below.
2. Remove protective styrofoam packing from the facsimile machine.
3. Inspect the unit for any shipping damage.
4. Check that you have all accessories illustrated below.



NOTE

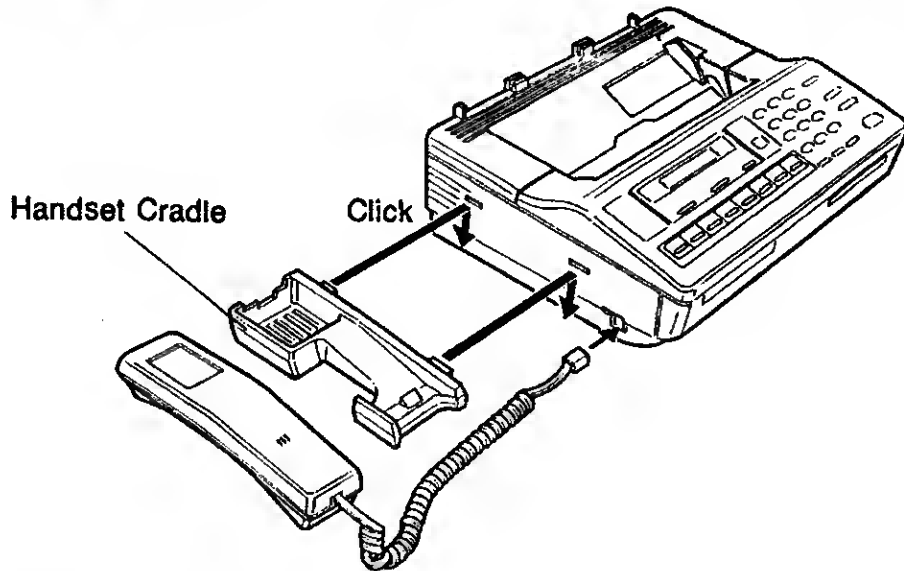


1. When you purchased the machine, the telephone line cord had been connected to the machine.
2. The power supply cord is attached to the rear panel of the machine.

Installing the Handset and Cradle

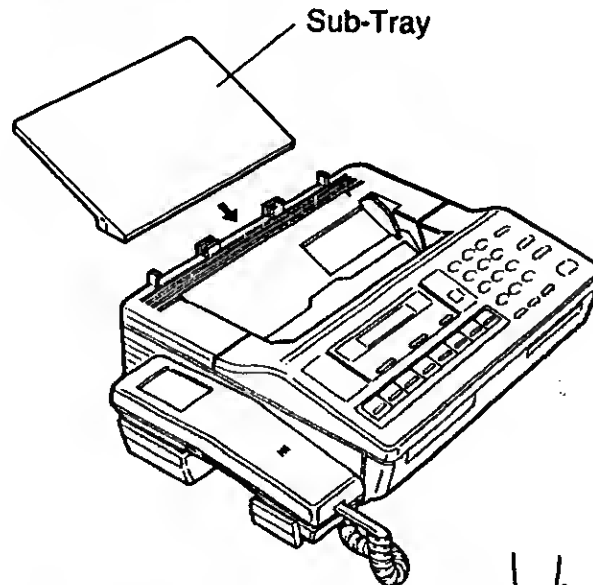
- (1) Plug the telephone handset into the jack on the left side of the machine.
- (2) To attach the telephone cradle to the machine,
 - Insert the two projections on the cradle into the slots provided on the left side of the machine.

2



Installing Sub-Tray

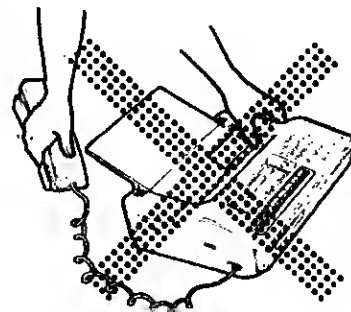
Install the sub-tray by sliding it downward and inserting it into the slit on the upper cover. See the figure shown below.



NOTE



Do not lift the Fax with the handset cradle because the cradle is only inserted into the slots on the machine.



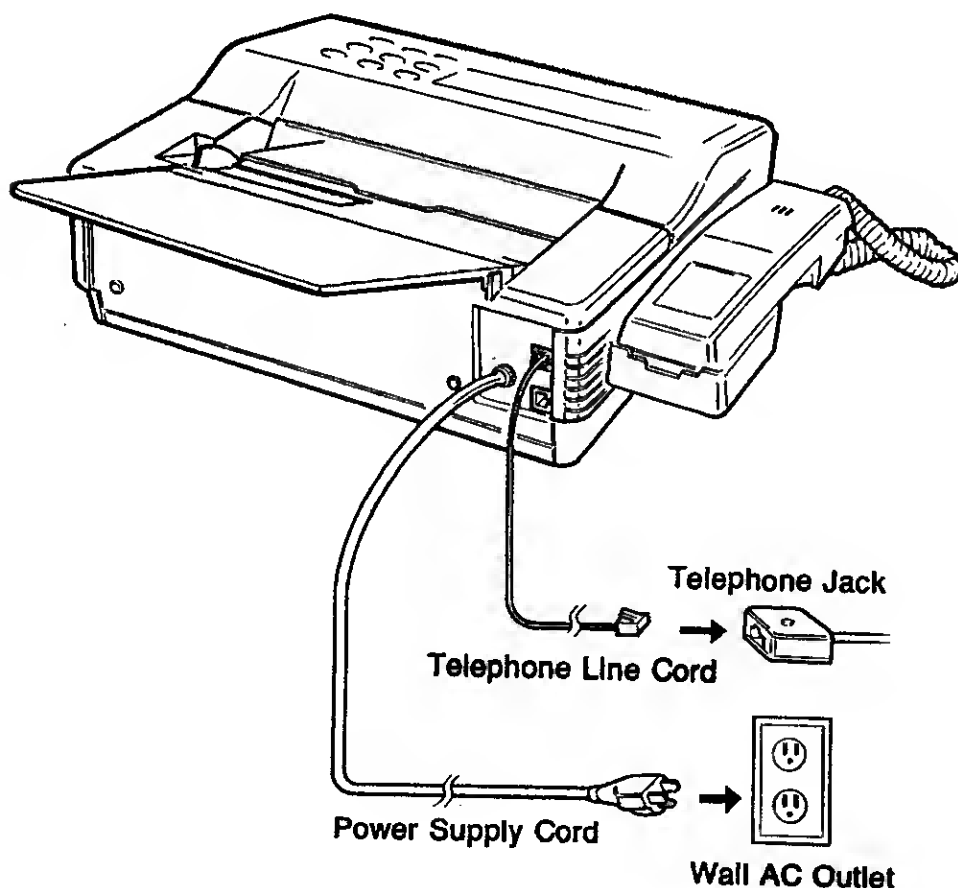
Connecting the Telephone Line and Power Supply Cord

Connect the plug end of the telephone line cord into the telephone jack supplied by the telephone company. Normally, the "TEL" jack is not used.

To supply power, plug the Power Supply Cord into wall AC outlet. The power lamp on the control panel will light up.

Your machine uses little power, and you should keep it on at all times. If you keep the machine unplugged for too long, the memory contents, such as the ID number and the Abbreviated numbers, will be lost.

In case of a power failure the memory is backed up by a built-in battery for up to 7 days if it is fully charged.

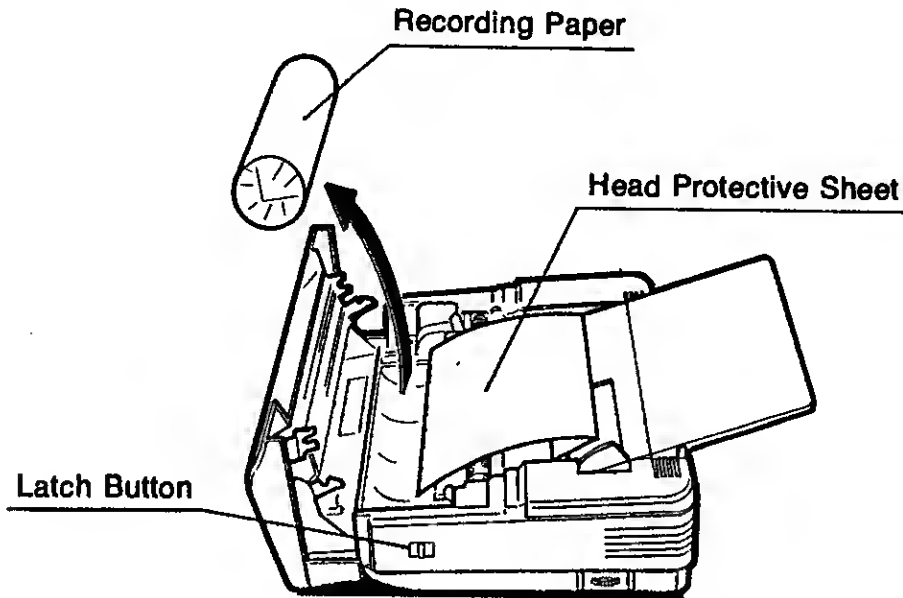


The built-in rechargeable battery requires 48 hours to be fully charged.

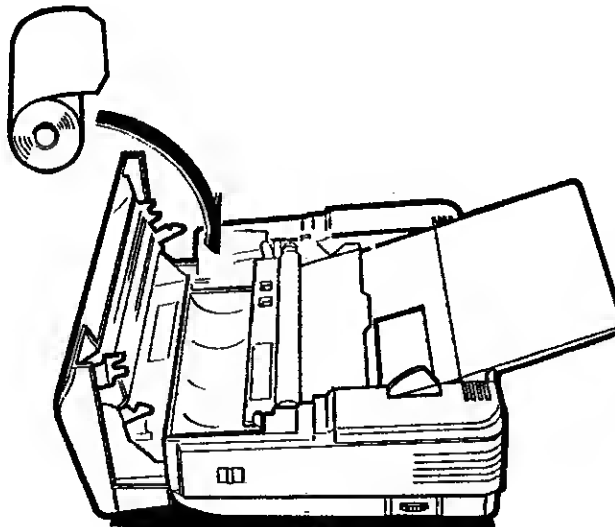
Installing Recording Paper

- (1) Pull the latch button forward on the right side cover and open the Receiving Unit. Remove the Head Protective Sheet, and recording paper.

2



- (2) Remove the wrapper, set the recording paper into the unit and feed the paper to the Document Feeder cover. Make sure that the recording paper is correctly loaded as shown in the figure below. If it is loaded incorrectly, the received document will not be printed.

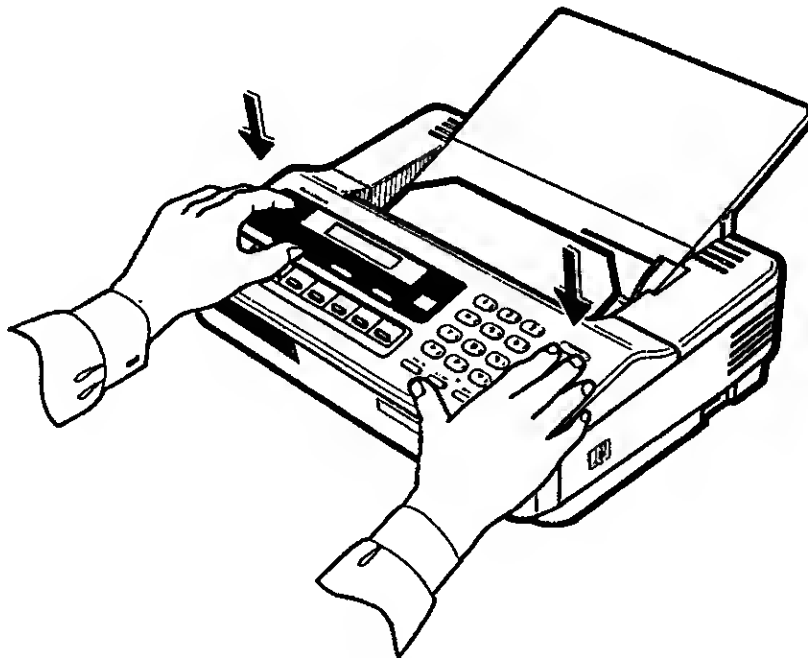


NOTE

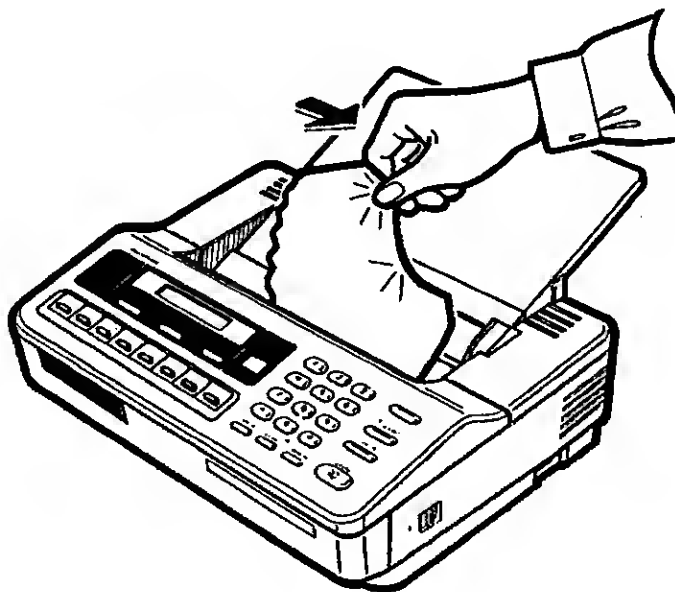


1. Make sure there is no slack when you load the recording paper.
2. Do not use any other recording paper except for the specified paper.

-
- (3) Close the Receiving Unit carefully by pressing both ends of the unit. When the cover locks in the right position, you will hear a "click" sound.



- (4) Then, tear off the recording paper projecting from the unit. The machine is now loaded to receive faxes.



Setting the Dialing Method (Tone or Pulse)

Your machine can operate with either of two dialing methods (Tone or Pulse), depending on the type of telephone line you are connected to. Your machine is preset at the factory for Pulse (Rotary) Dialing. If your machine requires Tone Dialing, set to Tone Dialing using the following procedure.

2

1



_

2



_ _

3


Enter the Fax Parameter number.

0

7

07 [2] 2

4

To set Tone Dialing,



07 [2] 1

To return the dialing method to Pulse Dialing,



07 [2] 2

5

To store the new setting,
 START


_ _

To return to standby, press **STOP**.

NOTE



The number on the left corner of the display indicates the Fax Parameter number. The number inside the brackets is the standard setting value and the number blinking on the right corner is the current setting.

Pulse Dialing must not be used in N.Z.

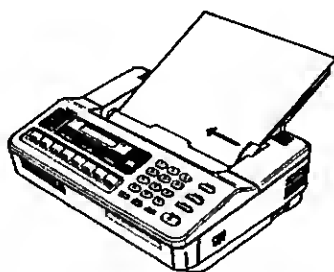
Final Installation Test

After installing your machine, it is advisable to make a copy or send a fax by direct dialing to check if the machine is working properly.

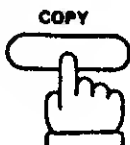
1

Place the document face down on the ADF.

01-01-1900 12:00



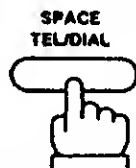
2a



01-01-1900 12:00

(For more details, see page 37.)

2b



and enter a full number.

Ex: **5** **5** **5** **1** **2** **3** **4**

(For more details, see page 38.)

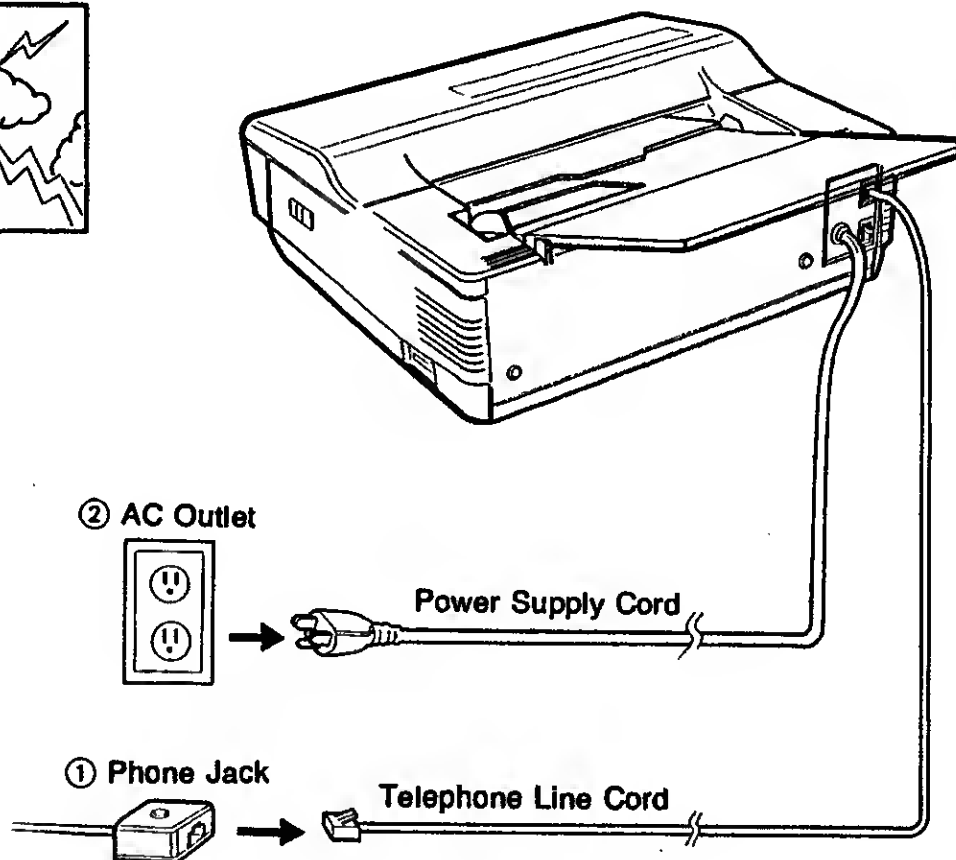
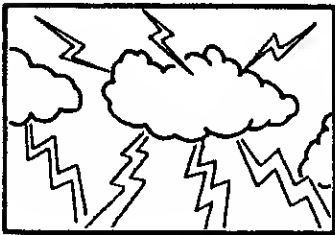
5551234_

Lightning Precautions

To minimize the possibility of lightning damage, a surge protector is built into your machine. Sometimes though this is not enough to protect the machine completely when a strong lightning surge comes through the telephone line or AC power line.

To further protect the equipment when you know that a thunderstorm is coming, we recommend that you:

- (1) Unplug the telephone line cord from the phone jack.
- (2) Unplug the power supply cord from the AC outlet.



NOTE



The built-in battery can back up the memory up to 7 days when fully charged. As soon as the thunderstorm is over, plug in the power supply cord and telephone line cord.

3 SETTING UP YOUR MACHINE

USER PARAMETERS

Before setting or changing any of the following User Parameters, make sure that the handset is on the cradle (On-Hook).

How to Set the Date and Time

The built-in timer helps you to know when you sent or received a document. It is printed out on the top of each received page. In standby mode, it shows the current date and time on the display.

To set the date and time,

1



—

2



01-01-1900 12:00

3

Enter the new day (two digits), month (two digits), year (four digits) and 24-hour clock (four digits).

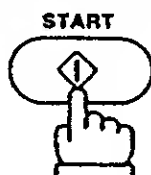
Ex: 15 Mar., 1990 15:00

1 5 0 3 1 9 9 0 1 5
0 0

15-03-1990 15:00

If you make a mistake, move the cursor to the incorrect number by pressing **<** (**ORIGINAL**) or **>** (**RESOLUTION**), then reenter the correct number over it.

4



To set the date and time,

15-03-1990 15:00

NOTE



Blinking number indicates the entering point.

How to Set Your ID Number

When you transmit a document, your ID will appear on the other machine's display. When you receive a document, the sender's ID will appear on your machine's display. We suggest you use your facsimile telephone number as your ID, but you may use any number up to 20 digits long.

To set the ID number,

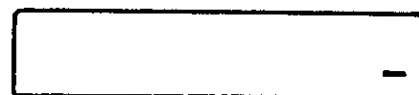
3



1



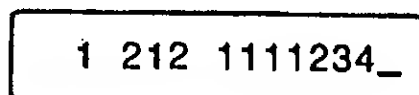
2



3

Enter the ID number using the keypad. You may use **SPACE** to enter a space between the numbers to make it easier to see.

Ex: **1 SPACE 2 1 2 SPACE 1 1 1 1 2 3 4**



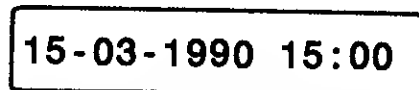
If you make a mistake, move the cursor to the incorrect number by pressing **<** (**ORIGINAL**) or **>** (**RESOLUTION**), then reenter the correct number over it. If you press **STOP**, you will have to start from Step 1 again.

If the ID number is over 15 digits long and you just entered 16th digit, the display clears and then shows only from the 17th digit on. To look at the first part of the ID number, press **<** (**ORIGINAL**) repeatedly.

4



To set the ID number,



To enter " + ", press **PAUSE**. The display will show " | - ", but do not worry, this is correct.

To change the ID number,

1



—

2



1 212 1111234—

3

Now you can set a new ID number. Move the cursor to the number in the ID number you wish to change by pressing **<** (**ORIGINAL**) or **>** (**RESOLUTION**).

If any unnecessary digits remain after entering the new number, erase them by entering a space with the **SPACE** key.

Ex: Change the ID number

1 212 1111234

entered in page 19 to

1 213 111123.

Press **<** (**ORIGINAL**) 9 times to move the cursor to right digit.

1 212 1111234

Enter **3**.

1 213 1111234

Press **>** (**RESOLUTION**) 7 times to move the cursor to right digit.

1 213 1111234

Press the **SPACE** key to erase it.

1 213 111123 _

4

To set the new ID number,



ONE-TOUCH/ABBREVIATED DIALING NUMBERS

One-Touch dialing and Abbreviated dialing are two fast ways of dialing. To use these dialing methods, you must first record the full numbers, using the following procedure. You can enter up to 8 One-Touch dialing numbers and up to 10 Abbreviated dialing numbers.

Storing One-Touch/Abbreviated Dialing Numbers

3



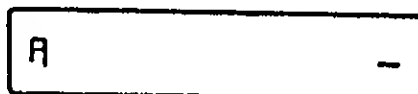
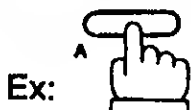
To set One-Touch dialing numbers,



One-Touch dialing: go to step 2a.
Abbreviated dialing: go to step 2b.



To assign a One-Touch dialing number, press one of the One-Touch key (A-H).



The character corresponding to the One-Touch key is displayed as follows:

One-Touch key	Display
A	A
B	b
C	c
D	d
E	e
F	f
G	G
H	H

2b

and enter a one-digit numbers on the keypad.

Ex:



3

Enter the facsimile telephone number (up to 36 digits, including pauses, spaces, and slashes).

If you require a special number to access an outside line, input the number first and then a pause by pressing **PAUSE/REDIAL** before you enter the full number. A “—” is displayed for a pause.

You can insert a space by pressing **TEL/DIAL** in the telephone number to make it easier to read. The space does not effect the dialing.

If you have Pulse (Rotary) Dialing service and you need to change it to Tone Dialing in the middle of a long number, press **COPY** to make the change. A “ ” is displayed for the change.

Ex: **9 PAUSE/REDIAL 2 1 2 TEL/DIAL 1 1 1 2 3 4 5**

(One-Touch)

(Abbreviated)

4

START



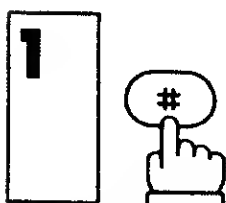
To set the number,

NOTE



If you make a mistake, move the cursor to the incorrect number by pressing **<** or **>**, and then enter the correct number over it.

To change a One-Touch/Abbreviated number,

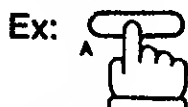


3

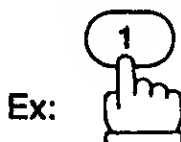


One-Touch dialing: go to step 2a.
Abbreviated dialing: go to step 2b.

2a Press the One-Touch key you wish to change.



2b and press the one-digit code number you wish to change.



3 Now you can set a new One-Touch/Abbreviated number. Move the cursor to the number in the One-Touch/Abbreviated number you wish to change by pressing **<** (**ORIGINAL**) or **>** (**RESOLUTION**).

If any unnecessary digits remain after entering the new number, erase them by entering space with **SPACE** key.

Ex: Change the number

9 - 2 1 2 1 1 1 2 3 4 5

entered in page 22 to

9 - 2 1 2 3 4 5 1 1 1

Press **<** (**ORIGINAL**) 7 times to move
the cursor to right digit.

Enter **3** **4** **5** **1** **1** **1** .

Press **SPACE** key to erase it.

n 9-212 _112345

n 9-212 3451115_

n 9-212 345111_

n: F (One-Touch dialing)
1 (Abbreviated dialing)

4

To set the new dialing number,

START



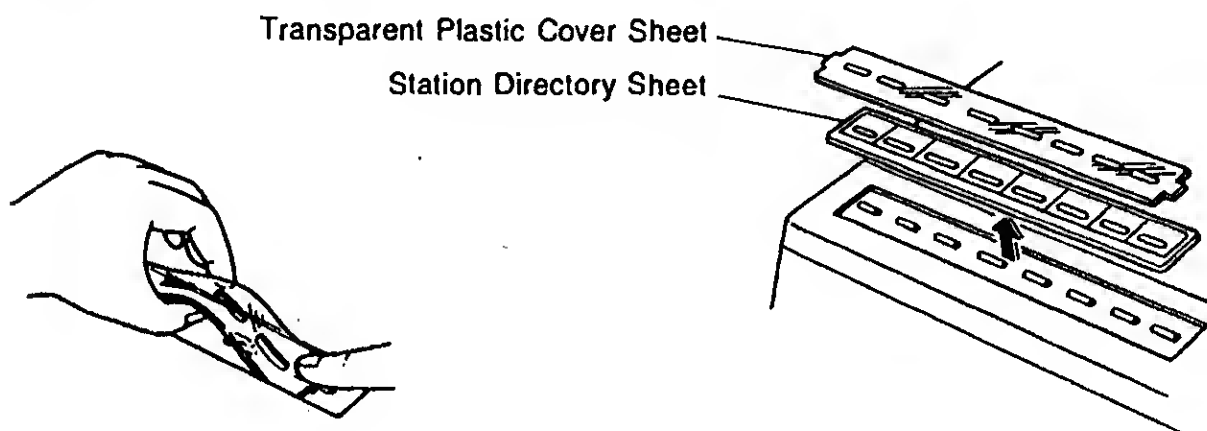


Filling out the Station Directory Sheet

Use a pencil or a ball-point pen to fill in the station directory sheet with station names corresponding to the One-Touch keys. The station directory sheet is held in place in the machine by a transparent plastic cover sheet.

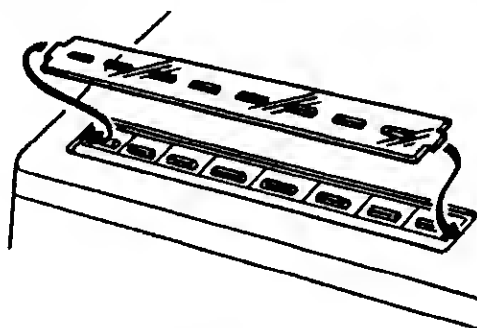
To remove the station directory sheet,

- (1) Push the transparent plastic cover sheet to the left or right until it is bent enough to take out.
- (2) Remove the transparent plastic cover sheet together with the station directory sheet.



To replace the sheets,

- (1) Set the station directory sheet into its proper position.
- (2) Place the transparent plastic cover sheet over the station directory sheet and insert the projections while bending the sheet. (See the figure below.)



NOTE



If you use a pen to fill in the station directory sheet, be sure the ink is dry. If you use a pencil, remove any excess lead before replacing the station directory sheet.

FAX PARAMETERS

Your machine has a variety of adjustable Fax Parameters which control the following functions. These Fax Parameters are preset for you in standard settings (see Fax Parameter Table on page 28). Usually you do not need to change the settings. However, you may wish to change some of them to suit your own circumstances. Once you reset the standard position, it will be effective until you change it again. Some of the settings, such as Resolution or Contrast, can also be changed temporarily by pressing the particular key.

Changing Fax Parameter Settings (Header Print Position, Dialing Method, Verification Stamp, etc.)

1



2



--

3

Enter a Fax Parameter number (always two digits) from the Parameter table.
Ex: 01 for Resolution.

01

[1]

1

The number inside the brackets is the standard setting and the number blinking on the right corner is the current setting.

4

Enter the new setting.
Ex: 2

01

[1]

2

5

To store the new setting,

START

**6**

Return to Step 3 to change the next parameter, or return to standby by pressing **STOP**.

15-03-1990 15:00

3**NOTE**

1. If you entered a wrong number in Step 4, reenter the correct number over it.
2. If necessary, print out a Fax Parameter List to confirm the current setting before changing. To print it out, see page 58.

Fax Parameter Table

Parameter number	Parameter	Setting Number	Setting	Standard Setting
01	Resolution	1	Standard	○
		2	Fine	
		3	Super Fine	
02	Original (Contrast)	1	Normal	○
		2	Light	
03	Verification Stamp	1	OFF	
		2	ON	○
06	Printout Heading	1	Inside copy area	○
		2	Outside copy area	
		3	Not printed	
07	Dialing Method	1	Tone	
		2	Pulse	○
13	Sending In "No Paper" or "Receiving Error" state. (See Note 1.)	1	Allowed	○
		2	Not Allowed	
19	Automatic Transmission Journal Printout	1	OFF	○
		2	ON	
25	Half Tone Contrast	1	Copy with Standard Contrast	○
		2	Copy with Lighter Contrast	
32	Initial Operator Call	1	OFF	
		2	ON	○

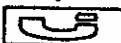
NOTE



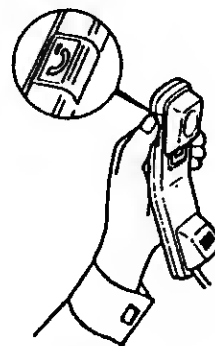
1. The verification stamp helps you to confirm successful transmissions by stamping the bottom of each successfully transmitted page with a small pink ⊗ mark. Your machine is preset to STAMP = ON.
2. When parameter No. 13 is set to 1, you can still send documents even when your machine has no more recording paper, or when a mechanical error has occurred which affects receiving. Some transactions, however, may not be recorded on the Journal when either of these situations occur.
3. When you set Half Tone and select 2 in Fax Parameter 25, the called station receives the document with lighter Contrast. Changing the Half Tone Contrast setting does not effect the Original setting.

USING MUTE AND ADJUSTING VOLUMES

Using Mute

When you are using the fax machine's built-in telephone, you can temporarily turn off the microphone in the handset. Press  on the handset. As long as you hold down this button, your caller cannot hear you.

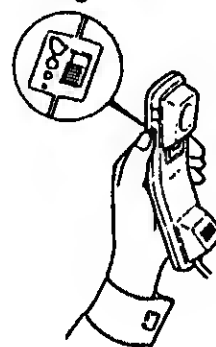
Mute Button



Setting the Ringer Volume

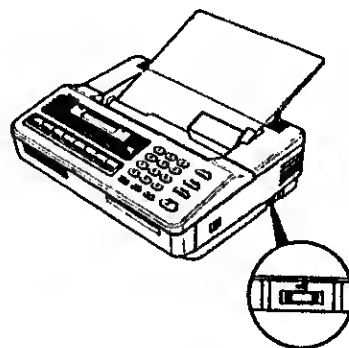
You can adjust the RINGER VOLUME so the fax machine rings at a comfortable level when it receives a call. Move the ringer control on the handset to the level desired, either normal or reduced.

Ringer Volume



Setting the Monitor Volume

When the fax machine is making a call, you hear the dial tone, the dialing signals, and the ringing or busy signal through the built-in speaker. Rotate the MONITOR VOLUME control on the right side of the unit to adjust the volume to a comfortable level. You also hear the called person's voice through the speaker if the called station is set to manual reception. In this case you can talk with the called person by lifting the handset (see page 44).



Monitor Volume



4 SENDING DOCUMENTS

LOADING DOCUMENTS

Documents You Can Send

In general, your machine will send any document printed on A4 size to A5 size paper.

Documents You Cannot Send

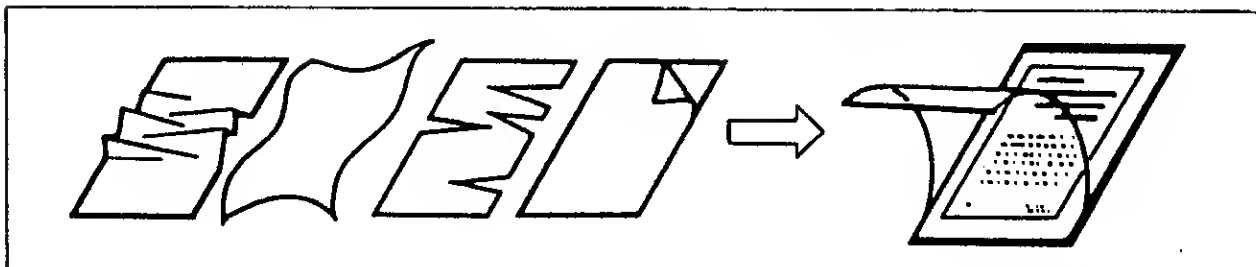
You must never try to send documents that are;

- Wet
- Covered with wet ink or paste
- Wrinkled, curled or folded
- Too thin (e.g. onionskin, airmail paper, pages from some magazines, etc.)
- Too thick (e.g. card, etc.)
- Chemically processed (e.g. pressure-sensitive paper, carbon-coated paper, etc.)
- Coated (e.g. glossy paper, etc.)
- Smaller than 148 mm (W) × 73 mm (L)
- Longer than 1000 mm
- Made of cloth or metal

Make a photocopy first to send those kinds of documents and then send the copies instead of them to avoid misfeeding.

How to Use the Carrier Sheet

If you send documents wrinkled, curled, folded, too thin, or smaller than 148 mm (W) × 73 mm (L), you can send them using the Carrier Sheet. Put them in the Carrier Sheet, and then place the carrier in the ADF with the sealed edge first.



Sealed edge

NOTE



1. Document thickness

Single sheet : 0.06 to 0.15 mm

Multi-sheet : 0.08 to 0.13 mm

2. Transmitting documents longer than 297 mm, but less than 1000 mm, requires operator's assistance.

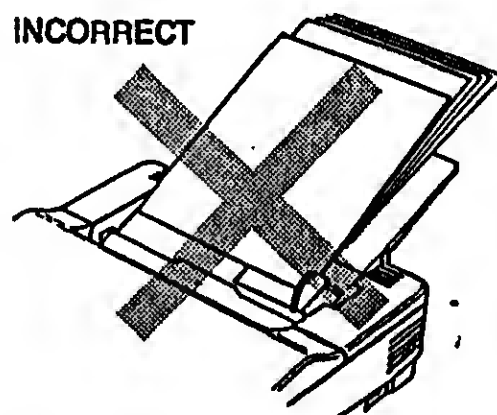
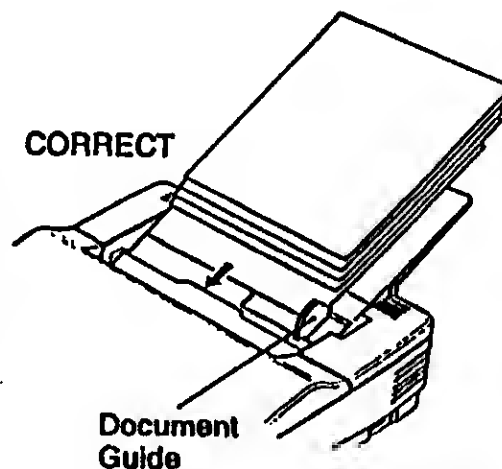
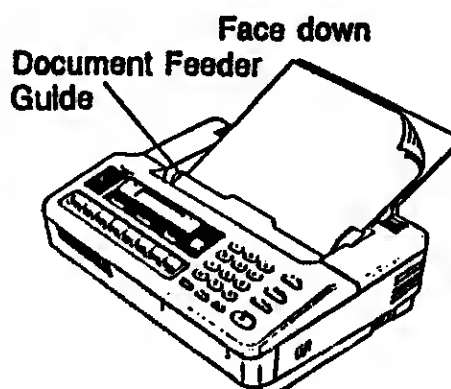
How to Load a Document

First, make sure that your document is free of staples and paper clips, and is not torn, greased, or covered by any foreign objects.

Place the document face down on the Automatic Document Feeder (ADF) with the top edge going into the machine and slide forward along the Document Feeder Guide until it stops. Move the right document guide to adjust the document size along with the Document Feeder Guide.

If you are sending two or more pages, make sure that the bottom sheet enters first. You can also stack up to five sheets on the ADF at one time. If you want to send more pages, you can place them on top of the last page on the ADF once transmission has started, as long as you do not have more than five sheets on the ADF at any one time.

When you set a document on the ADF, you can now make basic transmission settings, or begin the dialing procedure.



TRANSMISSION SETTINGS

You can temporarily change several settings, such as Resolution and Original (Contrast), when you send a document. Choose the most appropriate settings for the transmission before or after you set the document on the Document Feeder. You can also change these settings during transmission, but the change will not become effective until the machine starts transmitting the next page.

Resolution

Your machine is preset to Standard resolution, which is suitable for an ordinary document.

1

The current setting of Resolution is indicated by "—" on the display.

15-03-1990 15:00

STD FINE S-FINE

2

If the document is very detailed or you want to send it much clearer, press **RESOLUTION** and select Fine resolution.

RESOLUTION



15-03-1990 15:00

STD FINE S-FINE

3

If the document is extremely detailed or you want to send it with the clearest reproduction, select S-FINE, which stands for Super Fine resolution.

RESOLUTION



15-03-1990 15:00

STD FINE S-FINE

To return to the Standard setting position, press **RESOLUTION** again.

4

After choosing the appropriate resolution setting, proceed to the next transmission setting or begin dialing.

4**NOTE**

1. If you set Fine or Super-Fine resolution, the document will take longer to send than with Standard resolution.
2. When transmission ends, the setting returns to the standard setting. If you frequently use a different setting from the preset setting, change the standard setting (see Fax Parameters, page 26).
3. To make a trial copy before sending, press **COPY**.

Original (Contrast)

Your machine is preset to NORMAL contrast which is suitable for an ordinary document.

1

The standard setting of Contrast is indicated by "--" on the display.

15-03-1990 15:00
_

NORMAL LIGHT

2

When you send a document which has light contrast, press **ORIGINAL** and select LIGHT.

ORIGINAL



15-03-1990 15:00
_

NORMAL LIGHT

To return to NORMAL, press **ORIGINAL** again.

3

After choosing the appropriate contrast setting, proceed to the next transmission setting or begin dialing.

NOTE



1. When transmission ends, the setting returns to the standard setting. If you frequently use a different setting from the preset setting, change the standard setting (see Fax Parameters, page 26).
2. To make a trial copy before sending, press **COPY**.

Halftone

The Halftone setting is useful when you send photographs or illustrations with gray tones. The Halftone function is preset to OFF in your machine.

1

The standard setting of Halftone is indicated by "--". When it is turned on, it will appear on the display.

15-03-1990 15:00

HALF TONE

2

To set Halftone to ON,

HALF TONE



15-03-1990 15:00 _

HALF TONE

Resolution is automatically set to FINE, and Contrast is set to NORMAL. The settings are fixed during the communication.

15-03-1990 15:00 _

NORMAL LIGHT
ORIGINAL

STD FINE S-FINE
RESOLUTION

HALF TONE

To set Halftone to OFF, press **HALF TONE** again.

3

After choosing the appropriate halftone setting, proceed to the next transmission setting or begin dialing.

NOTE





When you use the Halftone function, it takes much longer to send a document since more picture information must be sent to the other machine to make a detailed copy.



Automatic Transmission Journal (XMT Journal)

Transmission Journal (XMT Journal) is a report which tells you whether the document is sent successfully or not. It is printed out automatically after each transmission when the Transmission Journal is set to ON. The Automatic Transmission Journal is, however, preset to OFF in your machine. If you wish to turn ON the setting, follow the procedure below.

- 1**


and


- 2**


Enter the Fax Parameter number.

1

9

19 [1] 1
- 3**


To turn on the Transmission Journal,



19 [1] 2


3

To turn off the Transmission Journal,



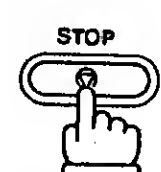
19 [1] 1
- 4**

To store the new setting,



- 5**

To return to standby,



15-03-1990 15:00

NOTE



1. The Transmission Journal setting does not return to the standard setting position until you change it again.
2. The number inside the brackets is the standard setting and the number blinking is the current setting.
3. A sample Transmission Journal is shown on page 54.

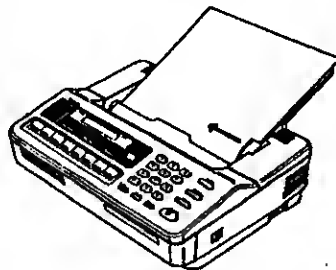
MAKING A COPY

Before you send a document, you can make a copy of it on the machine so that you can see what it will probably look like to the person who receives it.

1

Place the document face down on the ADF. Adjust right Document Guide.

15-03-1990 15:00



2

If necessary, adjust **RESOLUTION**, **ORIGINAL**, and **HALF TONE** (review pages 32 - 35).

3



15-03-1990 15:00

The machine begins making a copy.

NOTE



1. To stop the copy process, press **STOP**.
2. When making a copy, the machine will automatically select Fine Resolution, unless you change the setting.

4



DIALING TECHNIQUES

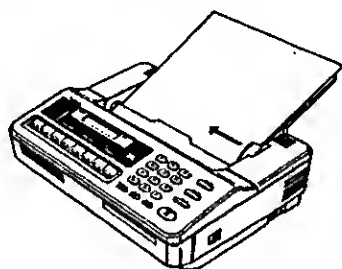
This section explains four ways of sending documents to a station. To review how to enter One-Touch/Abbreviated dialing numbers, see page 21.

Direct Dialing (On-Hook Dialing)

Direct Dialing does not need any settings in advance. You can use your machine right away by using Direct Dialing. It is as easy as using a telephone set.

1

Place the document face down on the ADF. Adjust right Document Guide.



15-03-1990 15:00

2



, the lamp lights up.



3

Dial the number from the keypad.

Ex: **5** **5** **5** **1** **2** **3** **4**

5551234_

If you need a special access number to get an outside line, dial it first and then press **PAUSE** to enter a pause before dialing the full number. A hyphen "-" is displayed for a pause.

Ex: **9** **PAUSE** **5** **5** **5** **1** **2** **3** **4**

9-5551234_

Your machine will dial the number. If the line is free, your documents will be sent and the ON LINE lamp lights up.



5551234_

If the other station has an ID, "◀" and the ID will appear on the display.



ID DISPLAY

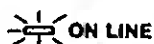


212 5551234

4



When transmission ends, the display shows the number of pages sent (e.g., 05).



05

If the line is busy, your machine will redial the number for you up to five times with three-minute intervals.

— ON LINE

5551234_

If no contact is made after 5 redial attempts, the ALARM lamp will light up and the display shows an information code (e.g., 630 which means no contact was made).

— ON LINE



630

In this case, you can start another round of automatic dialing by pressing **REDIAL** (see page 43).

NOTE



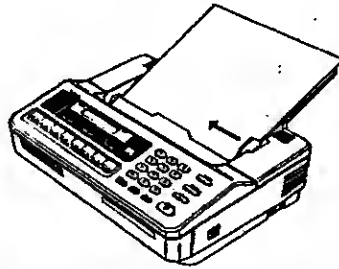
1. If you hear a voice speaking through the speaker, lift the handset and talk with the other party (see page 44).
2. When your telephone rings when the document is on the Document Feeder, your machine will begin to receive the document and the document you are going to send will be fed through the machine. The display shows the information code "625".

Off-Hook Dialing

1

Place the document face down on the ADF. Adjust right Document Guide.

15-03-1990 15:00



2

Lift the handset



3

Dial the number from the keypad.

Ex: **5** **5** **5** **1** **2** **3** **4**

5551234_

4

If the line is free and the other machine answers, you will hear a long "beep" sound.

START



ON LINE lamp lights up. Then hang up the handset. If the other station has an ID, it will appear on the display.



ID DISPLAY

212 5551234

NOTE



1. If the line is busy, you must hang up and try again later by dialing the same number or pressing **REDIAL** (See page 43).
2. When your telephone rings when the document is on the Document Feeder, your machine will begin to receive the document and then the document you are going to send will be drawn off from the Document Feeder. The display shows the information code "625".

One-Touch/Abbreviated Dialing

1

Place the document face down on the ADF. Adjust right Document Guides.

15-03-1990 15:00

One-Touch dialing: go to step 2a.
Abbreviated dialing: go to step 2b.

2a

Press a One-Touch key.

Ex: **A**

9-555 1234

The display will show the two-digit code and station name. The full number (e.g. 9-555 1234) will then be dialed and shown on the display.

2b



and enter a one-digit number from the keypad.

Ex:



The full number (e.g. 555 1234) will be dialed and shown on the display.

5551234_

If the number dialed answers, the ON LINE lamp lights up and document transmission will start.

 ON LINE

5551234_

If the other station has an ID, "◀" and the ID will appear on the display.

 ON LINE

ID DISPLAY

◀ 212 5551234

When transmission ends, the display will show the number of pages sent.

 ON LINE

ID DISPLAY

05

4



If the line is busy, the machine will wait three minutes and then automatically redial the same number up to twice with three-minute intervals.

— ON LINE

555 1234

If no contact is made, the ALARM lamp will light up and the display will show an Information code (e.g., 630 which means no contact was made).

— ON LINE



ALARM

630

In this case, you can start another round of automatic dialing by pressing **REDIAL** (see page 43).

NOTE



1. If you hear a voice speaking through the speaker, lift the handset and press **STOP** to talk with the other party (see page 44).
2. When your telephone rings when the document is on the Document Feeder, your machine will begin to receive the document and the document you are going to send will be fed through the machine. The display shows the Information code "625".

Redialing

If the number you dialed is busy or there is no answer, the machine will wait three minutes and then automatically redial the number for you up to twice.

If no contact is made after 5 redial attempts, the ALARM lamp will light up and the display will show an information code (e.g., 630 which means no contact was made).



630

4
|||||

In this case, you can redial the last number by simply pressing **REDIAL**. The machine will redial the last number a total of three times.

You can use Redial if you dialed the last number using one of the following:

- One-Touch/Abbreviated Dialing
- Direct dialing from the machine keypad (ON-Hook or OFF-Hook)
- Redialing

Even after you made contact and succeeded in sending your documents, you can still use **REDIAL** to contact the same number again.

NOTE

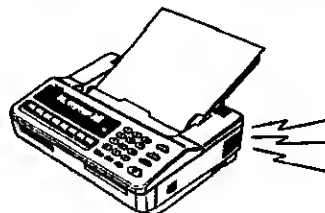


1. You cannot use this Redialing feature if you are dialing by an external telephone connected to the rear panel of the machine.
2. If you hear a voice speaking through the speaker, lift the handset and press **STOP** to talk with the other party (see page 44).

What to Do When You Hear a Voice through the Speaker

1

If the other person's fax machine is set for manual reception, you will hear a voice through the speaker when you try to send documents.



2

Lift the handset.



3



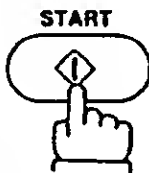
4

Tell the other person to prepare for reception.



5

When you hear a beep,



The ON LINE lamp lights up and transmission begins.



ID DISPLAY

555 1234

6

Hang up the handset.

AUTOMATIC RECEPTION

When your machine is preset to receive documents automatically, you do not need to answer the telephone when it rings. Your machine will soon begin receiving.

MANUAL RECEPTION

How to Set Manual Reception

If there is only one telephone line in your office and you wish to use the telephone line for both Fax and Voice Communications, you may set the machine to Manual Reception.

To set Manual Reception,



● AUTO RCV



The lamp goes off, which means that Manual Reception is set now.



To set Automatic Reception again,

☀ AUTO RCV

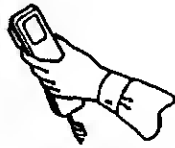


The lamp lights up, which means that Automatic Reception is set now.



What to Do When Your Telephone Rings

1



15-03-1990 15:00

Lift the handset.

If you hear a beep ... beep ... beep sound, it means someone wants to send a fax, or, if the caller answers and says he/she wants to send a fax, then remove any document placed on the Document Feeder.

2



Your machine will start receiving a document and the ON LINE lamp will light up.

 ON LINE



3

Hang up the handset. If the other station has an ID, "◀" and the ID will appear on the display.

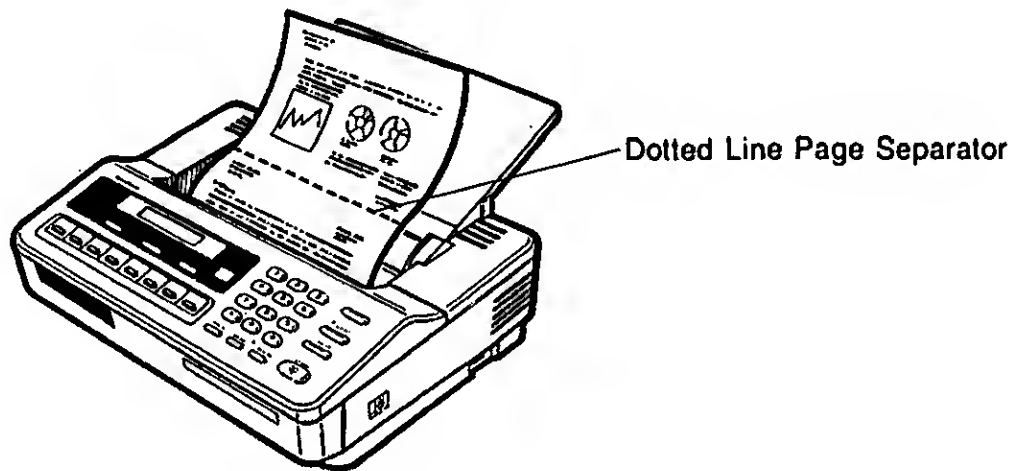
 ON LINE

ID DISPLAY

◀ 415 1111234

DOTTED LINE PAGE SEPARATOR

The machine prints out all received pages on one continuous sheet of paper; it does not cut the pages for you. However, the edge of the plastic cover over the slit where the paper comes out is sharp so you can tear the received pages off neatly. Moreover, to help you separate individual pages, the machine automatically prints a dotted line across at the end of each received page. Use this "dotted line page separator" as a guide when cutting each page.




POLLING

Polling means calling another station and requesting the transmission of documents to you. In this case, the other station must know in advance that you will call, and must have a document set on the Document Feeder. You also need to record a polling password, shared by the other station, to ensure security.


How to Set the Polling Password

1



-

2



3

3

Enter a four-digit password.
Ex:

9

8

7

6


3

9876

4

To store the password,

START



15-10-1989 15:00

NOTE



1. Polling might not function with all fax machines. We suggest you attempt a trial polling before you actually poll for important documents.
2. You cannot have other stations poll a document set on your machine.
3. If you make a mistake in Step 3, use the **<** or **>** key to move the cursor to the incorrect number, and then enter the new number over it. To erase the password, press **TEL/DIAL**.
4. If a password is not set in the other station, you can still poll the other station even though only your machine has a password.

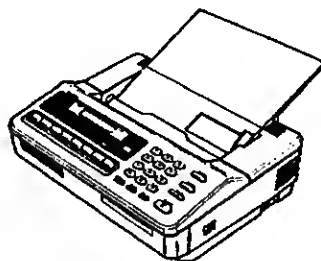
How to Poll

To poll a document from the other station, follow the procedure below.

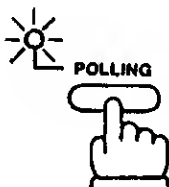
1

Make sure there is no document on the ADF.

15-03-1990 15:00



2



The lamp lights up, which means that polling is set now.

3

Dial by pressing **ABBR** and one-digit code number, One-Touch key or **TEL/DIAL** and a full number

312 5551234

Ex: **7**

If the other station is ready to be polled and the line is free, your machine will start receiving a document.

5



6

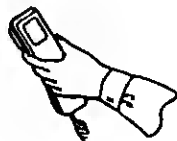
USING THE MACHINE'S TELEPHONE

Making a Regular Call

You can use the handset on your machine to make regular calls. To do so, lift the handset and dial a full number just as you would using an ordinary telephone.

1

Lift the handset.



2

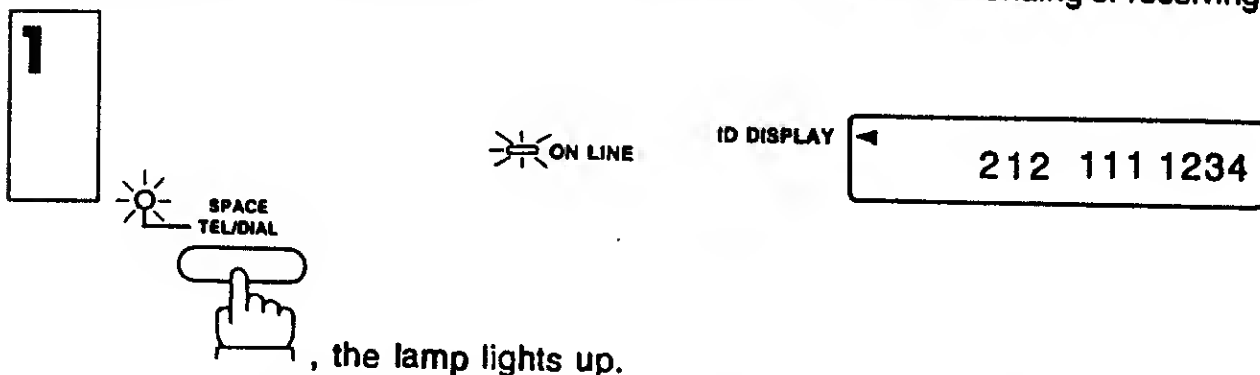
Dial the telephone number on the keypad.

Ex:

2131111234_

Making Voice Contact after Sending/Receiving

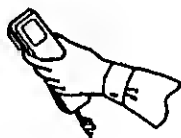
You may want to talk to the other person over the telephone after sending or receiving documents. To do so, perform Step 1 while the machine is still sending or receiving.



2 When sending or receiving is over and the other party replies with Voice Contact request, you will hear a beep-beep-beep sound coming through the speaker.

6
|||||||

3 When the TEL/DIAL lamp starts blinking, lift the handset.



4

SPACE
TEL/DIAL

The TEL/DIAL lamp goes off.

5

Talk.

Answering a Voice Contact Request

When you hear a beep-beep-beep sound coming through the speaker, it means you are receiving a voice contact request. Reply by following the above procedure from Step 3. If no one replies to the voice contact request, the message "VOICE CONTACT REQUESTED." is printed out on the Transmission Journal (see page 54).

7 PRINTOUT REPORT AND LISTS

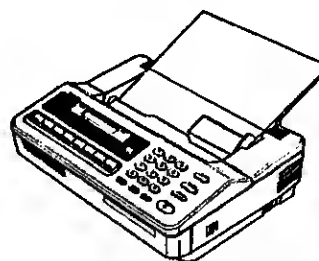
To help you maintain records of the documents you send and receive, as well as lists of the Abbreviated Dialing numbers, and Fax Parameters you record, the UF-121 is equipped to print out the following reports and lists.

32 Transaction Journal

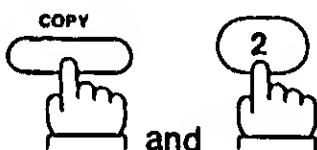
The "Journal" is a record of the last 32 transactions (a transaction is performed each time you send or receive a document). You can print it out manually in the following way;

1

Make sure no document is on the ADF.



2



3



The machine starts printing out a Journal.

NOTE



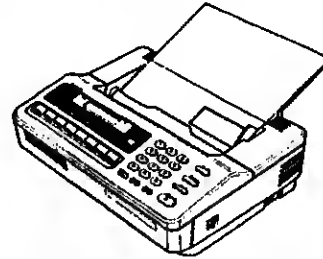
Your UF-121 is preset at the factory to permit you to send documents even when there is no more recording paper in the machine, or when a mechanical error that affects receiving (e.g. an overheated recording head) has occurred. With this setting, however, some transactions might not be recorded on the Journal. To change the setting (and ensure a complete Journal printout), see page 26.

Transmission Journal (XMT Journal)

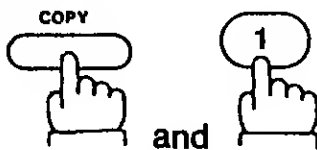
A Transmission Journal is printed out automatically after each transmission if you set the Fax Parameter of Transmission Journal to ON in advance (see page 36). If necessary, it can also be obtained manually by the following procedure;

1

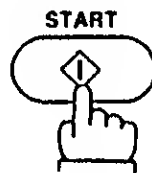
Make sure no document is on the ADF.



2



3



The machine begins printing out a Transmission Journal (see page 54 for a sample journal printout).

7



Sample 32 Transaction Journal

```

(1)
***** -JOURNAL- ***** DATE 15-03-1990 ***** TIME 12:34 *****
(2)

(3)  (4)  (5)  (6)  (7)  (8)  (9)  (10)  (11)
NO.  COM  PAGES  DURATION  X/R  IDENTIFICATION  DATE  TIME  DIAGNOSTIC
01    OK   02    00:01'06  XMT  T      517 23456  15-03  10:44  840480AC7800
02   S-OK   00    00:00'20  XMT      516 1111234  15-03  10:45  A40480AC7800
03    OK   01    00:03'20  RCV      673 542  15-03  10:47  010220200000
04    OK   02    00:01'07  XMT  T      91 237 17926  15-03  10:53  840480AC7800
05    OK   05    00:02'38  XMT  T      212 23 1689  15-03  10:57  840480AC7800
06    OK  *02    00:01'09  RCV      415 1111234  15-03  11:04  050280AC7800
07   407   00    00:00'46  XMT  T      81 425 1111234  15-03  11:07  840480AC7800
  (  (  (  (  (  (  (  (  (
32    OK   05    00:02'52  XMT  T      516 1111234  15-03  12:32  840480AC7800
  )  )  )  )  )  )  )  )  )

```

```

(12)
***** -JOURNAL- ***** DATE 15-03-1990 ***** TIME 12:34 *****

```

Sample Transmission Journal (XMT Journal)

```

(1)
***** -JOURNAL- ***** DATE 15-03-1990 ***** TIME 12:34 *****
(2)

(4)  (5)  (6)  (7)  (8)  (9)  (10)  (11)
COM  PAGES  DURATION  X/R  IDENTIFICATION  DATE  TIME  DIAGNOSTIC
OK    01    00:00'54  XMT  T      81 425 1111234  15-03  12:34  C00480207920

```

(13)
VOICE CONTACT REQUESTED.

```

(12)
***** -JOURNAL- ***** DATE 15-03-1990 ***** TIME 12:34 *****

```

Journal Printout Explanation

- (1) Printout date : Day-Month-Year
- (2) Printout time : Hour : Minute
- (3) Communication number : 1~32 (Does not always begin with 1 when printed out manually.)
- (4) Communication result : "OK" indicates that the transmission was successful.
: "S-OK" indicates that **STOP** was pressed during communication.
: Three-digit Information code (see pages 60 - 61) appears when a problem occurs.
- (5) Number of pages transmitted or received : The two-digit number is the number of pages successfully transmitted or received.
: An asterisk " * " indicates that the quality of some received copies was poor.
- (6) Duration of communication : Hours : Minutes : Seconds
- (7) Type of communication : "XMT" means Transmission
: "RCV" means Reception
- (8) Remote station identification : "T" and the following number indicates the telephone number the machine dialed. The number without "T" indicates the ID of the called station.
- (9) Communication date : Day-Month
- (10) Communication start time : Hour : Minute
- (11) Diagnostic : For service personnel only
- (12) Own ID number : Up to 20 digits
- (13) Call back message : Appears when voice contact was requested.



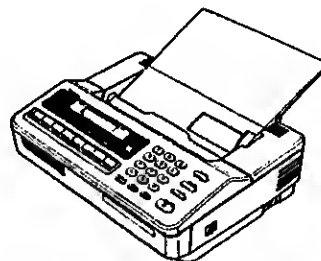
One-Touch/Abbreviated Dialing Number List

Before or after you enter any new setting of One-Touch/Abbreviated dialing numbers, you can confirm the current settings by printing out the One-Touch/Abbreviated Number list.

To print out the list,

1

Make sure no document is on the ADF.



2

COPY



3

START



The machine starts printing out the list.

Sample One-Touch/Abbreviated Number List

***** (1) (2)
***** -ONE TOUCH/ABBR.NO.- ***** OATE 15-03-1990 ***** TIME 15:00 *****

(3) ONE TOUCH/ABBR.NO.	(4) TELEPHONE NO.
A	0456350804
B	5166995608
C	421-568-8523
D	5687644
E	1987654
F	034919191
G	0456350804
H	42110865
1	312 1111234
2	415 1111234
3	604 1111234
4	011 41 1111234
5	011 44 1111234
6	011 65 1111234
7	213 1111234
8	011 81 3 1111234
9	907 1111234
0	011 61 2 1111234

(5)
POLLING PASSWORD = 9876

(6)
***** -1 212 1111234- *****

Printout Explanation

- | | |
|----------------------------------|---|
| (1) Printout date | : Day-Month-Year |
| (2) Printout time | : Hour : Minute |
| (3) One-Touch/Abbreviated number | : One-Touch dialing: Up to 8 stations
Abbreviated dialing: Up to 10 stations |
| (4) Telephone number | : Up to 36 digits |
| (5) Polling password | : Four digits |
| (6) Own ID number | : Up to 20 digits |

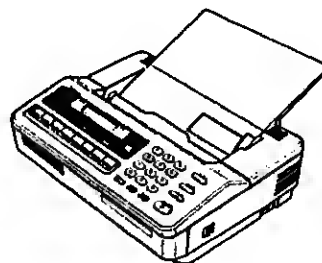
7
|||||||


Fax Parameter List


Before or after you enter the new setting of a Fax Parameter, you can confirm the current settings by printing out a Fax Parameter List.


To print the list,

- 1** Make sure no document is on the ADF.



- 2** 

- 3** 

- 4** 

The machine starts printing out the list.

Sample Fax Parameter List

(1) (2)
***** -FAX PARAMETERS- ***** DATE 15-03-1990 ***** TIME 12:34 *****

PARAMETER NO. & PARAMETER					(6) CURRENT SETTING	(7) STANDARD SETTING
(3)	(4)	(5)				
01	RESOLUTION	(1:Standard	2:Fine	3:S.Fine)	1	1
02	ORIGINAL	(1:Normal	2:Light)		1	1
03	STAMP	(1:Off	2:On)		2	2
04					-	-
05					-	-
06	HEADER PRINT	(1:Inside	2:Outside	3:None)	1	1
07	DIALING METHOO	(1:Tone	2:Pulse)		2	2
08					-	-
09					-	-
10					-	-
11					-	-
12					-	-
13	XMT IN NO PAPER	(1:Allowed	2:Not allowed)		1	1
14					-	-
15					-	-
16					-	-
17					-	-
18					-	-
19	XMT JOURNAL	(1:Off	2:On)		1	1
20					-	-
21					-	-
22					-	-
23					-	-
24					-	-
25	HALF TONE CONTRAST	(1:Standard	2:Lighter)		1	1
26					-	-
27					-	-
28					-	-
29					-	-
30					-	-
31					-	-
32	INITIAL OPR. CALL	(1:Off	2:On)		2	2

(8)
***** -1 212 1111234- *****

Fax Parameter List Explanation

- (1) Printout date : Day-Month-Year
- (2) Printout time : Hour : Minute
- (3) Parameter number : 01 ~ 32
- (4) Parameter : Function
- (5) Parameter setting : Setting number details
- (6) Current setting : See page 28
- (7) Standard setting : See page 28
- (8) Own ID number : Up to 20 digits

Information Codes

When something unusual occurs, the display may show one of the information codes below. These will help you fix the problem.

Information code	Meaning	Action
010	No recording paper.	Reload recording paper (see page 62).
020	Thermal Recording Head temperature is too high.	Open the Receiving Unit for a few minutes to permit cooling.
030	Document misfeeding.	1. Reload the document properly. 2. Remove document jam. 3. Adjust ADF (see page 67).
031	Document paper is too long or jammed. Document length exceeds 1 meter.	Remove document jam (see page 64).
060	Door is opened.	Close the Receiving Unit.
400	During initial handshake, receiving station did not respond or communication error occurred.	1. Check with the other party. 2. Reload the document and try again.
402 404 405	During Initial handshake, communication failure occurred.	Reload the document and try again.
403	No polling capability at the other side.	Ask other side to set "POLLED = ON".
407	No confirmation from the receiving station for the previous page sent.	Wait a few minutes and send again.
408 409	Other side confirmation of previous page is illegible.	Wait a few minutes and transmit again.
411 414	Polling password does not match.	Check polling password.

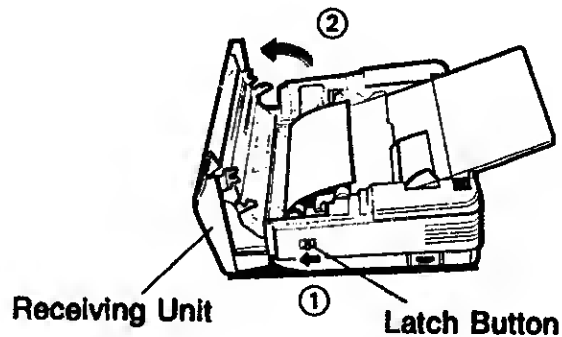
Information code	Meaning	Action
412	No data from the transmitting side.	Check with the other party.
415	Polling function is incompatible.	Inform the other party that your machine does not have the polling transmission feature.
416 417 418 419 490	Received data has too many errors.	Check with the other party.
420 421	Machine went into receiving mode, but no command from the transmitting side.	1. Other side misdialed. 2. Check with the other party.
422	Interface is incompatible.	Check with the other party.
434 459 493 494	Communication error occurred while receiving.	Check with the other party.
451 495	Telephone line disconnected.	Check with the other party.
623	No document was on Document Feeder.	Reload the document and try again.
625	Machine went into receiving mode when documents were on Document Feeder.	Reload the document and try again.
630	Redial was not successful due to a busy line or no response from the called station.	Reload the document and try again.



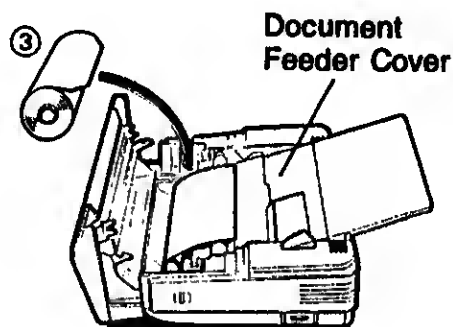
Installing a Recording Paper

Your facsimile machine uses a roll of special recording paper. You can easily install paper yourself by following the steps below.

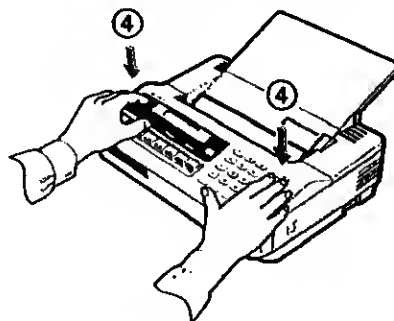
1. Open the Receiving Unit (Control Panel) by pulling the latch button forward on the right side panel, and swing the forward Receiving Unit forward.



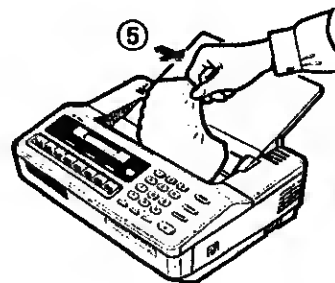
2. If there is a used roll inside, lift it out and set a new roll in its place. Feed the paper to the Document Feeder cover. Be sure the direction of the roll is as shown.



3. Close the Receiving Unit carefully by pressing both ends gently until you hear the cover lock into position.



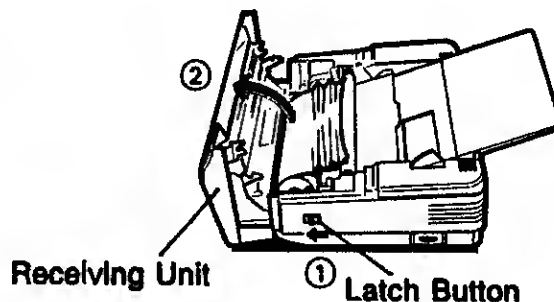
4. Tear the recording paper projecting from the unit by hand. Remove this cut paper.



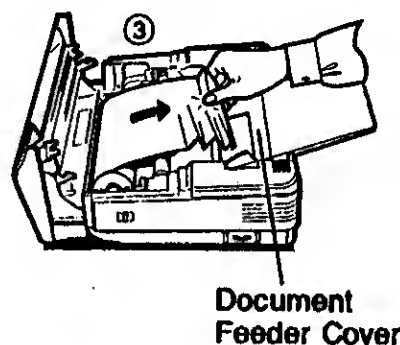
Clearing a Recording Paper Jam

If the recording paper becomes jammed in the machine, you can remove the jammed recording paper by following the steps below.

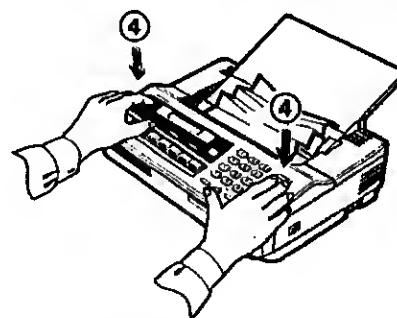
1. Open the Receiving Unit (Control Panel) by pulling the latch button forward on the right side panel, and swing the Receiving Unit forward.



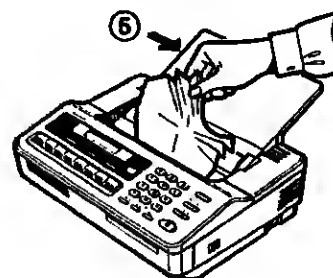
2. Remove the jammed recording paper and feed the paper to the Document Feeder cover.



3. Close the Receiving Unit carefully by pressing both ends gently until you hear the cover lock into position.



4. Tear the recording paper projecting from the unit by hand. Remove this cut paper.

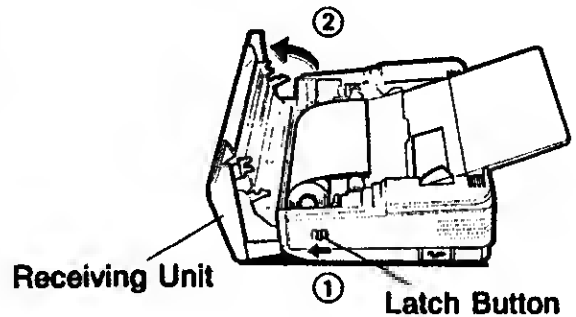


Clearing a Document Jam

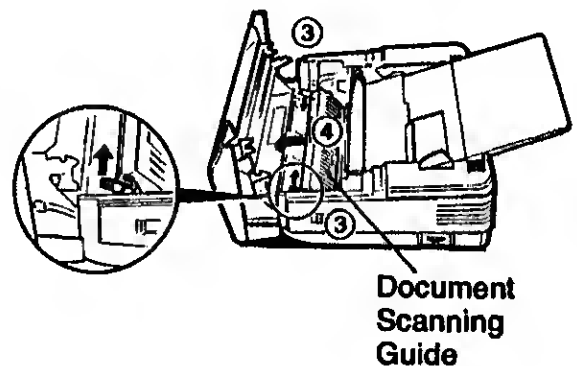
If a document becomes jammed in the machine, the display will show the information code 031.

To clear the jam,

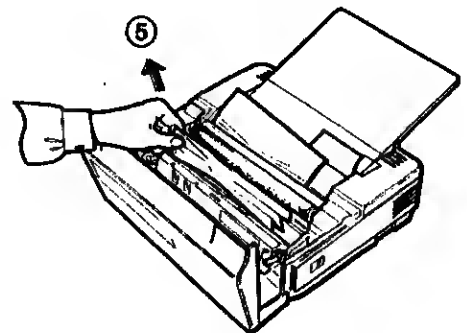
1. Open the Receiving Unit (Control Panel) by pulling the latch button forward on the right side panel, and swing the Receiving Unit forward. Remove the recording paper.



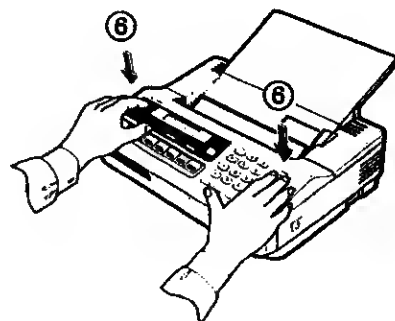
2. Unlock the Document Scanning Guide by gently pressing inward on the two tabs located at the right and left ends of the unit and swing the Document Scanning Guide forward.



3. Remove the jammed paper.



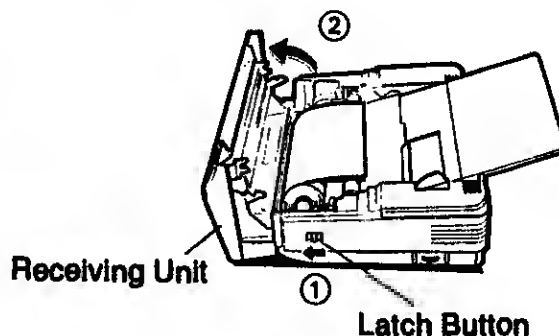
4. Relock the Document Scanning Guide into place by gently pressing backward until it clicks. Reset the recording paper correctly (see page 62), then gently close the Receiving Unit with both hands. Tear the recording paper projecting from the unit.



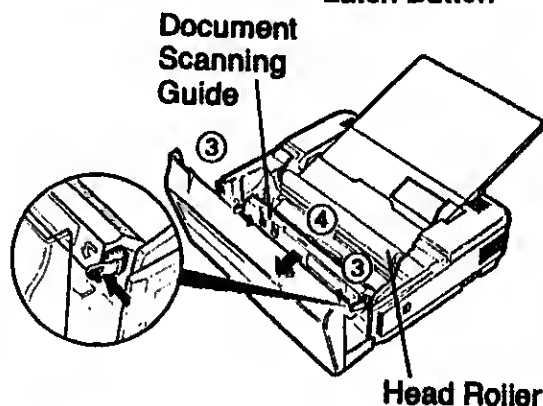
Cleaning the Head Roller and Document Scanning Guide

The head roller in your machine will gradually accumulate dust in the course of regular use. You should therefore clean the roller using the following procedure.

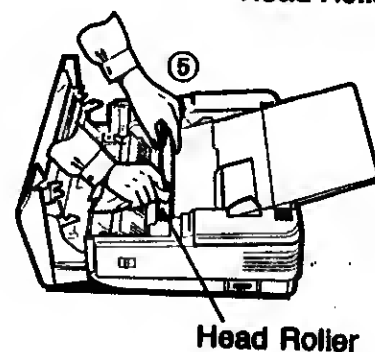
1. Open the Receiving Unit by pulling the latch button forward on the right side panel, and swing the Receiving Unit forward. Remove the recording paper.



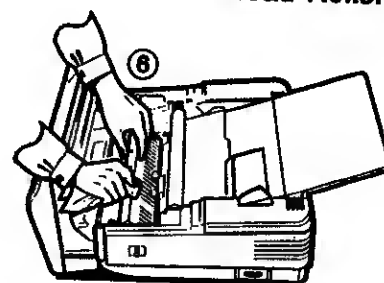
2. Unlock the Document Scanning Guide by gently pressing inward on the two tabs located at the right and left ends of the unit and swing the Document Scanning Guide forward.



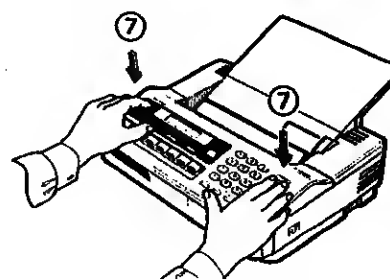
3. Wipe the Head Roller gently with a soft, clean cloth soaked with ethyl alcohol, while rotating the roller slowly towards the back of the machine with your fingers.



4. Wipe the Document Scanning Guide with a soft and clean cloth.



5. Relock the Document Scanning Guide into place by gently pressing backward until it clicks. Reset the recording paper correctly (see page 62), then gently close the Receiving Unit with both hands. Tear the recording paper projecting from the unit.

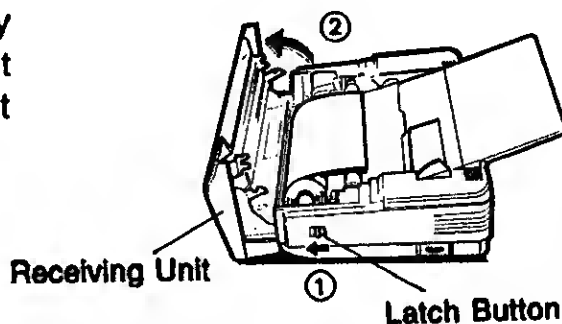


Cleaning the Thermal Head

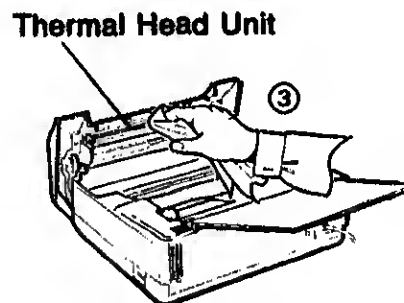
The Thermal Head in your machine needs to be cleaned periodically to ensure clear received copy. How often depends on how much you use your machine. However, we recommend that you clean the Thermal Head whenever you clean the Head Roller.

To clean the thermal head,

1. Open the Receiving Unit (Control Panel) by pulling the latch button forward on the right side panel, and swing the Receiving Unit forward.



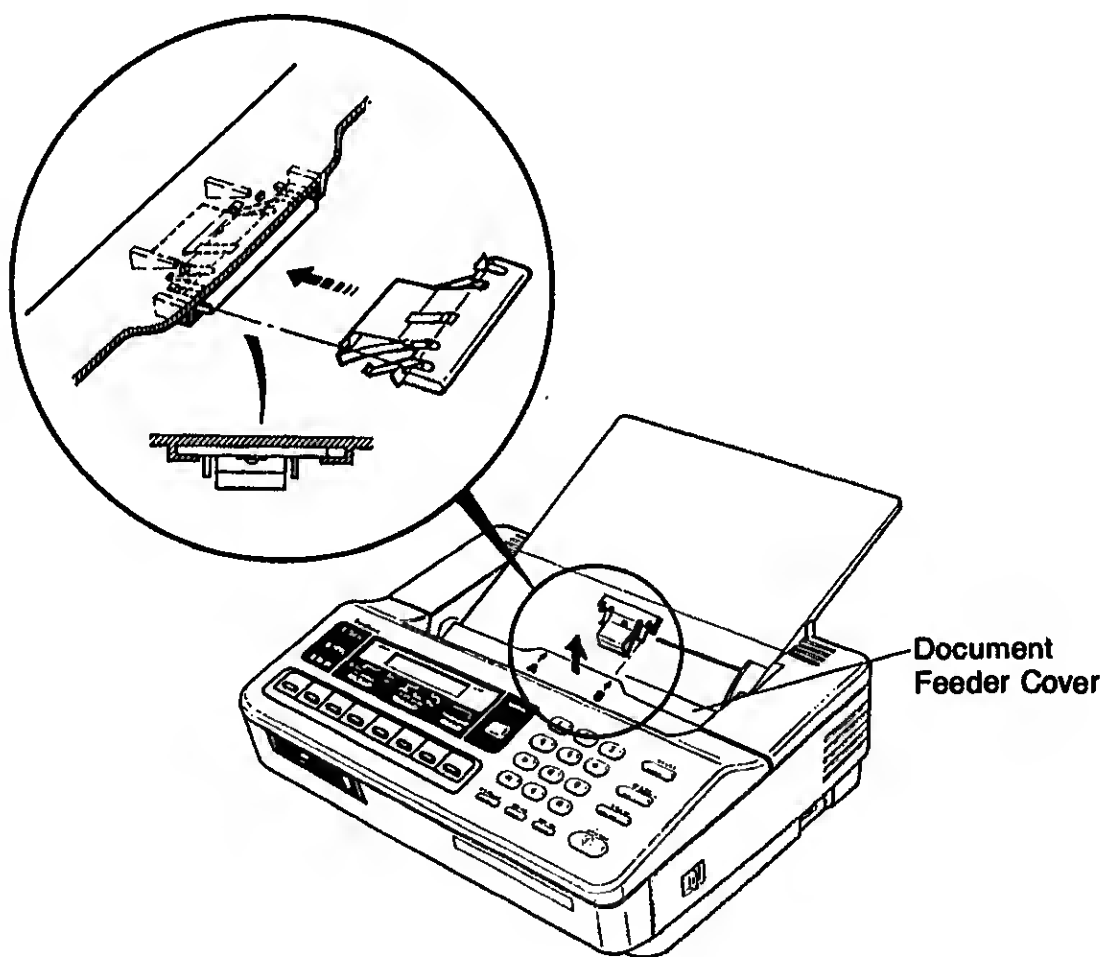
2. Wipe the surface of the Thermal Head Unit gently with a soft cloth or gauze soaked with ethyl alcohol. Be sure to use a clean cloth since the thermal head unit can be easily scratched.



Changing the Document Feed Tension

If your fax machine frequently feeds more than one page, you need to change the position of the document feed tension pad. To change the tension:

1. Gently lift up on the document feeder cover.
2. Remove the document feed tension pad by pulling it toward the back of the fax machine and position it to the right (B) side of the feeder cover.



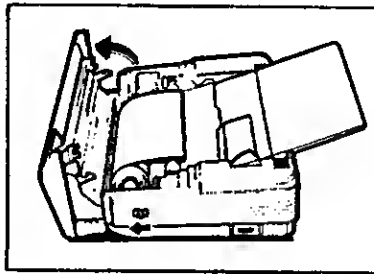
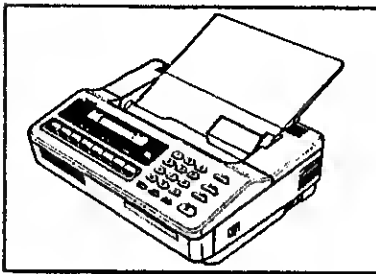
If you have already moved the tension pad to the B position, your fax machine requires servicing.

Refilling or Replacing the Verification Stamp

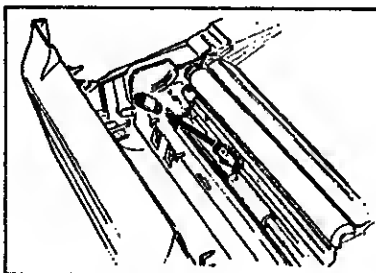
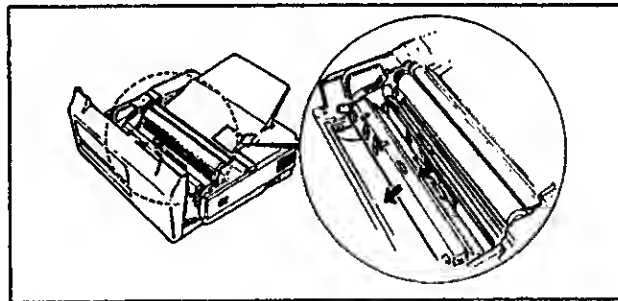
The verification stamp contains ink. When the stamp appears faded or hard to read, refill the stamp with ink.

To refill the stamp,

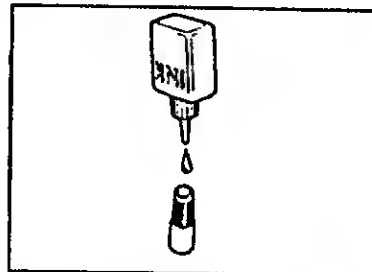
1. Open the Receiving Unit by pulling the latch button forward on the right side panel, and swinging the Receiving Unit forward.
2. Lift out the paper roll inside. (Note carefully the direction of the paper so that you can replace the roll correctly later on.)



3. Unlock the Document Scanning Guide by gently pressing the two tabs (see page 64) and the Transmitting Eject Guide Plate towards you. You can now see the verification stamp.



4. Pull the stamp out with your hand.



5. Refill the stamp by placing one drop of ink into the refill hole.
6. Replace the stamp by following the above instructions in the reverse order.

NOTE



Stamp ink refills can be purchased from a stationary store.

Compatibility	CCITT Group 3
Scanning method	Horizontal: Flat bed scanning with CCD image sensor Vertical: Intermittent scanning by stepper motor.
Document size	Normal: 210mm × 297mm MAX. : 216mm × 1000mm MIN. : 148mm × 73mm
Document thickness	Single sheet: 0.06mm to 0.15mm Multi sheet : 0.08mm to 0.13mm
Effective scanning width	208mm
Recording paper size	210mm × 30m
Effective recording width	208mm
Resolution	Horizontal: 8 pels/mm Vertical : STANDARD : 3.85 lines/mm FINE : 7.7 lines/mm SUPER FINE: 15.4 lines/mm
Coding scheme	MH, and MR with MWS
Modem	V.29, V.27ter with fall back function, and V.21
ADF capacity (Automatic Document Feeder)	Built-in, up to five sheets
Power supply	100V version AC 110V to 120V, 50/60 Hz, Single Phase 200V version AC 200V to 240V, 50/60 Hz, Single Phase
Power consumption	Standby: Approx. 10W Transmission: Approx. 25W Reception: Approx. 40W Copy: Approx. 45W Max.: Approx. 130W
Dimensions	105 mm (H) × 316mm (W) × 264 mm (D) (excluding projections)
Weight	Approx. 5 kg (excluding recording paper)
Operating environment	Temperature: 5 to 35°C (41 to 95°F) Relative humidity: 20 to 80%

Number

[illegible]

Facsimile Number Directory

Name

Number

This image shows a full page of primary-ruled paper designed for handwriting practice. It features two vertical columns of horizontal dotted lines. Each column contains 20 rows of these dotted lines, providing a guide for letter height and placement. The paper is otherwise blank, with no margins or additional markings.

Number

[illegible]